



## CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

### AGENDA ITEM

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Report: Re-Advertising for Industrial Pump Maintenance and Repair Services

- 1) Resolution adopting Specification No. 3963R for Industrial Pump Maintenance and Repair Services and directing the City Clerk to advertise for bids.

### COUNCIL ACTION

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**Item Type:** Consent Calendar

**Approved for** December 12, 2023 **calendar**

### EXECUTIVE SUMMARY

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The Public Works Department did not receive any bids in its first solicitation for Industrial Pump Maintenance and Repair Services. The city possesses various large industrial pumps that are integral to the city's sewer, stormwater, and building systems and must be appropriately maintained. Specialized equipment, training and expertise are required to properly diagnose, maintain, and repair this vital infrastructure. The intent of this item is for the City Council to approve a resolution adopting specifications for Industrial Pump Maintenance and Repair Services.

## **RECOMMENDATION**

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Approve a resolution adopting Specification 3963R, providing for Industrial Pump Maintenance and Repairs Services, and directing the City Clerk to advertise for bids.

## **ANALYSIS**

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The Public Works Department is responsible for the operation, maintenance, and repair of all city sewer and storm drain systems. These systems include lift-pumps, stormwater pumps, and sewage ejector pumps. Industrial pumps range from 0.5 to 33.5 horsepower and require specialized equipment and training to ensure the proper care. Historically, the Public Works Department has provided these services via a purchase order contract shared by the Maintenance Services Division for sewer and storm drain pump work and the Facilities Management Division for work at city buildings. However, the city has a departmental annual cap of \$50,000 on maintenance of public works purchase orders that the projected cost of these services now exceeds.

Due to the rising cost of labor and materials it is no longer feasible to manage the needed maintenance and repairs of the city's pumps with an annual purchase order with a \$50,000 maximum limit. Staff has recently deferred some repair and replacement work to keep annual costs under the limit; however, to meet the ongoing preventive maintenance schedule and to ensure the ongoing reliability of these systems additional annual contract capacity is required.

The Public Works Department responsibilities are commonly addressed with a strategic combination of in-house staff and contracted services. This strategy allows for sufficient and available resources to address regular assignments, specialty services, and emergency services. To best maintain the integrity of the city's industrial pumps and address tenant and public needs, it is necessary for the Public Works Department to always have sufficient resources available to address all types of infrastructure related issues. To provide safe and reliable services, it is essential for the Public Works Department to maintain available resources for preventive maintenance and repairs to all serviceable assets.

Specification 3963R is requesting 5-years of maintenance and repairs services for industrial pumps. Staff estimates the annual cost of these services to be \$100,000.

On October 3, 2023, the City Clerk advertised the specifications and the Public Works Department directly contacted six known vendors that provide the services but did not receive any bids by the October 25, 2023 deadline. Staff contacted the vendors that initially expressed interest and they stated they either did not have enough time to assemble a bid, they were too busy at the time of bid, or they had staffing transitions that prevented them from submitting a timely bid. However, most prospective bidders expressed interest in being afforded another opportunity to submit a bid. Based on these conversations with prospective

bidders, staff expects to receive 2-3 bids if the specifications are re-advertised.

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## **STAKEHOLDERS/OUTREACH**

Building maintenance and repair services contracts will augment Public Works maintenance staff services to increase the reliability and conditions of all city facilities. By combining contractors' access to sophisticated tools and training with staff's onsite experience and availability, Public Works can keep city systems in a safe and reliable state. This makes the entire city safer all for residents and visitors.

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## **FISCAL IMPACT**

There is no fiscal impact associated with this request at this time. Staff will return to Council to award the contract.

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## **ENVIRONMENTAL REVIEW (CEQA/NEPA)**

This item includes routine maintenance and repairs activities and therefore, not subject to CEQA review.

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## **CAMPAIGN DISCLOSURE**

This item is exempt from campaign disclosure requirements.

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## **ALTERNATIVES TO STAFF RECOMMENDATION**

Alternative 1: Continue to provide pump maintenance services within annual purchase order limits thereby deferring some needed maintenance and repairs; this would likely decrease reliability of these systems.

Alternative 2: Provide training, equipment, staffing, and associated budget to provide these services in-house; this would likely increase the cost of services provided.

Alternative 3: The City Council may consider any other alternative not proposed by staff.

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## **ADMINISTRATIVE ACTION**

### **Submitted by:**

Yazdan T. Emrani, P.E., Director of Public Works

### **Prepared by:**

Kevin C. Todd, Asst. Director of Public Works

### **Approved by:**

Roubik R. Golanian, P.E., City Manager

## EXHIBITS/ATTACHMENTS

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None.