



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 8, 2021**

FROM: GENERAL SERVICES DEPARTMENT **WARDS: ALL**

SUBJECT: SERVICES AGREEMENT WITH BAY CITY EQUIPMENT INDUSTRIES, INC. DBA BAY CITY ELECTRIC WORKS OF RANCHO CUCAMONGA, CALIFORNIA FOR GENERATOR MAINTENANCE SERVICES IN THE ANNUAL AMOUNT OF \$193,902.65 FOR ON-CALL NON-PUBLIC WORKS REPAIR SERVICES FOR AN INITIAL 36 MONTH TERM WITH TWO ONE-YEAR OPTIONS TO EXTEND.

ISSUE:

Approve a Services Agreement with Bay City Equipment Industries, Inc. dba Bay City Electric Works of Rancho Cucamonga, California for generator maintenance services in the annual amount of \$193,902.65 for an initial 36-month term with two one-year options to extend.

RECOMMENDATIONS:

That the City Council:

1. Approve a Services Agreement with Bay City Electric Equipment Industries, Inc. dba Bay City Electric Works, Rancho Cucamonga, California, for generator maintenance services in the annual amount of \$193,902.65 for on-call, Non-Public Works repair services for an initial 36 month term with two one-year options to extend beginning on July 1, 2021;
2. Authorize the City Manager, or his designee, to execute the Services Agreement, including making minor, non-substantive changes, and to execute the two optional one-year extensions in the amount of \$193,902.65 annually; and
3. Authorize the City Manager, or his designee, to execute all documents related to the termination of the current Services Agreement with Collicutt Energy Services, Inc.

BACKGROUND:

The General Services Department Fleet Management Division manages a fleet comprised of approximately 1,800 vehicles and various equipment. Included in this total are 45 stationary and portable generators located throughout the City of Riverside and outlying areas. The stationary generators provide emergency backup power to various City facilities during power outages. Generator maintenance servicing is a specialized function and Fleet Management does not have various manufacturer/factory training, specialty equipment, or staff necessary to properly provide ongoing testing and maintenance specific to on site generators to ensure safe and reliable transfer of power and operation.

On October 12, 2017, the Purchasing Division issued a Request for Proposal (RFP) No. 1763 for generator maintenance services. Seven (7) vendors responded to the RFP and the City Selected

Collicutt Energy Services, Inc. of Santa Fe Springs, CA as the most qualified, responsive proposal to meet the objectives of the RFP.

On July 24, 2018, the City Council approved a Services Agreement, RFP No. 1763, with Collicutt Energy Services, Inc. (Collicutt) in the amount of \$156,904.49 annually for an initial 24-month term through June 30, 2020 with three additional one-year options to extend.

DISCUSSION:

Collicutt is required to ensure emergency power readiness to all City-owned generators; however, the services provided have been, and continue to be, unsatisfactory. The circumstances above result in service levels below industry standards for maintenance of generators and it is critical that standby generators function as intended to guarantee safe and reliable power during unforeseen service interruptions. Due to unsatisfactory performance with Collicutt, the City did not exercise the three additional one-year options to extend the Services Agreement.

To meet the generator maintenance service needs, the General Services Department met with the Purchasing Division to review vendor options available through Sourcwell. As a national service cooperative, Sourcwell was created to provide government procurement resources and solutions to members in government, education, and nonprofit sectors.

Upon review of Sourcwell vendors, the General Services Department recommends Bay City Electric Equipment Industries, Inc. dba Bay City Electric Works (Bay City) assume the generator maintenance services. Bay City was founded in 1932 and prides themselves on having technicians that are factory-trained and certified on the various makes and models of generators which is necessary in order to provide ongoing industry standard service and maintenance to all city owned generators. Kohler holds Cooperative Contract #120617-KOH with Sourcwell. With Bay City being an authorized dealer for Kohler, they are able to honor the same Sourcwell pricing.

Through the utilization of Sourcwell, Purchasing Resolution No. 23256, Section 702(e) is applicable and states, "Competitive Procurement through Informal Procurement and Formal Procurement processes shall not be required when Cooperative Purchasing is available and undertaken or when goods can be obtained through Federal, State and/or other public entity pricing contracts or price agreements."

The Purchasing Manager concurs that the recommendation to approve is in compliance with Purchasing Resolution No. 23526.

FISCAL IMPACT:

The total fiscal impact of the action is \$193,902.65 annually. Funds have been budgeted and are available in the FY 2021/22 Fleet Fund Sublet Repairs account 2215000-424250.

Prepared by: Carl Carey, General Services Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Moises Lopez, Deputy City Manager
Approved as to form: Kristi J. Smith, Interim City Attorney

Attachments:

1. Sourcewell Contract #120617-KOH
2. Sourcewell Quote - Bay City Electric Works
3. Services Agreement with Bay City Electric Works