



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL

DATE: AUGUST 20, 2024

FROM: GENERAL SERVICES DEPARTMENT

WARDS: ALL

SUBJECT: REQUEST FOR PROPOSALS NO. 2368 - SERVICES AGREEMENT WITH DUTHIE ELECTRIC SERVICE CORP. FOR GENERATOR MAINTENANCE SERVICES FOR GENERAL SERVICES DEPARTMENT FLEET MANAGEMENT DIVISION IN THE AMOUNT OF \$140,764.24 ANNUALLY AND AUTHORIZE UP TO AN ADDITIONAL \$55,000 ANNUALLY FOR ON-CALL REPAIR SERVICES AS NEEDED FOR THE INITIAL 36-MONTH TERM WITH TWO ONE-YEAR OPTIONS TO EXTEND IN THE TOTAL AMOUNT OF \$587,292.72

ISSUE:

Approve a Services Agreement with Duthie Electric Service Corp., of Long Beach, California, in response to Request for Proposal No. 2368 for generator maintenance services for the General Services Department, Fleet Management Division in the annual amount of \$140,764.24; and authorize up to an additional \$55,000 annually for on-call repair services as needed for the initial 36-month term with two one-year options to extend.

RECOMMENDATIONS:

That the City Council:

1. Approve a Services Agreement with Duthie Electric Service Corp., of Long Beach, California, for generator maintenance services in the annual amount of \$195,764.24 for an initial 36-month term with two one-year options to extend following Council approval; and
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 \$195,764.24 annually.

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 the various manufacturer/factory training, specialty equipment, or staff necessary to properly provide ongoing testing and maintenance to ensure on-site generators are safe and reliable.

On June 8, 2021, the City Council approved a Services Agreement utilizing Sourcewell Cooperative Contract #120617 with Bay City Equipment Industries, Inc. dba Bay City Electric Works, Rancho Cucamonga, in the amount of \$193,902.65 annually for an initial 36-month term through June 30, 2024, with two additional one-year options to extend.

Bay City Equipment Industries, Inc. was contractually required to ensure emergency power readiness to all City-owned generators; however, the services provided were unsatisfactory regarding responsiveness, quality of workmanship, and repair estimate. These circumstances resulted in service levels below industry standards for maintenance of generators and it is critical standby generators function as intended to guarantee safe and reliable power during unforeseen service interruptions. Due to the unsatisfactory performance with Bay City Equipment Industries, Inc, the City did not exercise the two additional one-year options to extend the Services Agreement.

DISCUSSION:

Request for Proposals (RFP) No. 2368 was posted on the City’s online bidding system, PlanetBids, on April 10, 2024, seeking proposals from qualified contracting firms to provide generator maintenance services for the Fleet Management Division. The proposals were to include inspections, maintenance, servicing, and testing for all City generators located throughout the City of Riverside and outlying areas.

Table 1. RFP Notification Summary

Action	Number of Vendors
City of Riverside Vendors Notified	141
External Vendors Notified	500
Prospective Vendors	23
Proposals Received	8

RFP 2368 closed on May, 1, 2024 with a total of eight (8) responses. All responses were reviewed and found to be responsive and responsible. Under the guidance of the purchasing department, three (3) City Staff members evaluated the proposals which resulted in Duthie Electric Service Corp, of Long Beach, CA ranking No. 1. The evaluation criteria and evaluation results are summarized below.

Evaluation Criteria:

- a. Qualifications (35%)
- b. Pricing (25%)
- c. Experience (20%)
- d. Professional References (10%)
- e. Approach and Methodology (10%)

Evaluation Results Summary:

Vendor	Location	Score (300 Max)	Amount	Rank
Duthie Electric Service Corp.	Long Beach, CA	272.25	\$140,764.24	1
West Coast Energy Systems	Corona, CA	231.69	\$169,465.00	2
Global Power Group, Inc.	Lakeside, CA	227.00	\$116,000.00	3

Colicutt Energy Services	Santa Fe Springs, CA	214.72	\$205,625.00	4
National Mechanical Services	National City, CA	211.92	\$187,111.00	5
Quinn Company	Los Angeles, CA	202.48	\$408,799.00	6
Bay City Equipment Industries, Inc.	Poway, CA	201.79	\$183,265.41	7
Blue Ridge Mechanical	North Hill, CA	182.43	\$211,588.00	8

The RFP process takes into consideration price, vendor qualifications, experience, and project approach, among other items. The evaluation criteria is selected to showcase the project’s specific needs, and which vendor best meets the requirements of the RFP.

Purchasing Resolution 24101 Section 508 (c) which states, “Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that... (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposal or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications.”

The Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution 24101.

STRATEGIC PLAN ALIGNMENT:

This project supports the City’s Strategic Priority No. 6 *Infrastructure, Mobility and Connectivity*, and Goal No. 6.2 to maintain, protect, and improve assets and infrastructure within the City’s built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

This project aligns with the Cross-Cutting Threads of the City’s Strategic Plan as follows:

1. **Community Trust** – This proposal to award generator maintenance services is agendized for City Council consideration, ensuring public transparency.
2. **Equity** – This proposal to award generator maintenance services ensures reliable backup power to City facilities during power outages, allowing for uninterrupted operations equitably serving Riverside residents.
3. **Fiscal Responsibility** – Competitive procurement was used to secure the most effective proposal for generator maintenance services at a reasonable cost to meet the objectives of the RFP.
4. **Innovation** –Contracting for generator maintenance services provides an innovative solution for ensuring continuity of operations.
5. **Sustainability & Resiliency** – This proposal to award generator maintenance services will improve the City’s operational resiliency in the event of power outages.

FISCAL IMPACT:

The total fiscal impact of the action is in the amount of \$587,292.72 for the initial 36-month term of the agreement or \$195,764.24 per fiscal year. Funds are budgeted and available in the Central Garage Fund, Sublet Repairs – Automotive account 2215000-424250. Appropriations for future fiscal years will be included in the department’s budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by:	Fred Tobar, Administrative Analyst
Approved by:	Carl Carey, General Services Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments:

1. RFP No. 2368 Award Recommendation
2. Services Agreement with Duthie Electric Service Corp.