



CITY OF POMONA COUNCIL REPORT

March 17, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

SUBJECT: APPROVE AMENDMENT NO. 1 TO THE AGREEMENT WITH ENCO ENGINEERING, INC. FOR ON-CALL CITYWIDE PLUMBING SERVICES IN AN AMOUNT NOT TO EXCEED \$275,000 FOR A THREE-YEAR TERM

RECOMMENDATION:

It is recommended that the City Council approve the following actions:

- 1) Approve Amendment No. 1 to the Agreement with ENCO Engineering, Inc. (formerly E L Engineering) for On-Call Citywide Plumbing Services in an amount not to exceed \$275,000 for a three-year term; and
- 2) Authorize the City Manager to execute any documents necessary to complete the ENCO Engineering, Inc. amendment and any subsequent change orders on behalf of the City.

EXECUTIVE SUMMARY:

Approval of the recommended actions will result in amending the existing contract with ENCO Engineering, Inc. for on-call plumbing services to increase the not to exceed amount from \$100,000 to \$275,000 over the three-year term of the agreement to allow for use by all Departments not solely the Public Works Department.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$500 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

FISCAL IMPACT:

The amendment to the not to exceed (NTE) amount will result in an increase of \$175,000 to the current agreement, which will adjust the total NTE amount to \$275,000 for the three-year contract term. This increase is being requested to allow for use of the contract by all Departments rather than solely Public Works as originally anticipated when the services were bid and contract awarded.

Funding for this increase is available within the adopted FY 2024-25 Operations Budget, for Public Works in the General Fund (Fund 101) and Proposition A (Fund 216) and within the Police Department General Fund Budget (Fund 101).

Funds are allocated in line items for Controllable Contract Services (52285), Building and Yard Repairs (52170), and General Maintenance and Repair (52580) for essential infrastructure repairs and will cover the increased costs for plumbing services without requiring additional budget allocations or modifications for the current fiscal year. No impact to the overall operating budget is expected.

Future allocations for these services will be requested for subsequent years of the contract and approved through the normal budget adoption process.

DISCUSSION:

Invitation for Bid (IFB) #2024-35 was posted on May 29, 2024. A total of 106 vendors were notified, 20 vendors downloaded the bid package, and on June 24, 2024, three (3) bids were received. ENCO Engineering, Inc. was determined to be the lowest cost, most responsive bidder. An agreement (Attachment No. 1) was executed for a three-year term with an NTE of \$100,000, which originally was intended to cover anticipated service needs for the Public Works Department only.

Because the bid could be utilized Citywide, it was expanded to allow for use by other departments, including the Police Department. This use by other departments to address plumbing issues across city facilities, requires an increase to the NTE amount from \$100,000 to \$275,000 for the three-year term of the contract. The proposed amendment, included as Attachment 2, will adjust that limit. Purchasing thresholds require when a competitive bid exceeds \$150,000 that Council approval is required.

Prepared by:
Lindsay A. McElwain, Senior Management Analyst

ATTACHMENT(S):

Attachment 1 – Original Agreement – ENCO Engineering, Inc.
Attachment 2 – Amendment No. 1 – ENCO Engineering, Inc.