



CITY OF POMONA COUNCIL REPORT

March 16, 2026

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

SUBJECT: APPROVE AN INCREASE TO THE NOT-TO-EXCEED AMOUNT WITH WALTERS WHOLESALE ELECTRIC CO. TO PURCHASE AS NEEDED ELECTRICAL SUPPLIES

RECOMMENDATION:

It is recommended that the City Council approve an increase to the not-to-exceed amount with Walters Wholesale Electric Co., from \$250,000 over a five-year period to \$275,000, for the purchase of as-needed electrical supplies.

EXECUTIVE SUMMARY:

Approval of the recommended action will increase the not-to-exceed amount with Walters Wholesale Electric Co. (Walters Wholesale) from \$250,000 to \$275,000 over a five-year period, to allow for the purchase of as-needed electrical supplies. These supplies include street and park lighting components and related equipment needed for routine maintenance and timely vandalism repairs throughout the City. The City continues to experience recurring vandalism throughout city parks and public facilities, including copper theft and damage to lighting infrastructure, resulting in unplanned repair needs. In addition, rising material costs have increased overall expenditures.

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

Approve an Increase to the Not-to-Exceed Amount with Walters Wholesale Electric Co. to Purchase As Needed Electrical Supplies

Page 2 of 3 – March 16, 2026

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 existing Purchase Order with Walters Wholesale provides for a not-to-exceed amount of \$50,000 per year over an initial three-year term, with two optional one-year extensions. This would result in a total not-to-exceed amount of \$250,000.00 if both optional one-year extensions are renewed. The Purchase Order agreement with Walters is currently in its fifth year.

Approval of the proposed action will increase the Purchase Order with Walters by \$25,000.00 for Fiscal Year 2025/26 resulting in a revised total not-to-exceed purchase amount of \$275,000.00.

Funding to account for the increase will come from the Facilities Maintenance Operations Budget **FD101, General Fund | CC2541, Facilities Maintenance | Facility and Property Maintenance** and **FD101, General Fund | CC4035, Parks Facilities Maintenance | Facility and Property Maintenance**. Sufficient funds are available in these Worktags for Fiscal Year 2025/26.

Funds are currently encumbered as follows:

- \$43,038.85 under PO P10000000000000207065000 with Walters Wholesale Electric Co. for the purchase of materials and supplies for streetlights, parks, and facilities. Traffic Signal and Street Light Maintenance Cost Centers make up most of the Purchase Order encumbrance, and these funds are expected to be fully expended by the end of this fiscal year.

The table below outlines the fiscal impacts associated with each fund for FY2025/26 and FY2026/27:

Worktags	Current Fiscal Year 25/26 PO	Proposed Fiscal Year 2025/26 Total
Fund: FD128 Measure R Cost Center: CC2563 Traffic Signal & Street Light Maintenance Spend Category: SC082 Materials & Supplies	\$20,000.00	\$20,000.00 (unchanged)
Fund: FD138 Measure M Cost Center: CC2563 Traffic Signal & Street Light Maintenance Spend Category: SC082 Materials & Supplies	\$20,000.00	\$20,000.00 (unchanged)
Fund: FD208 Gas Tax Cost Center: CC2563 Traffic Signal & Street Light Maintenance Spend Category: SC082 Materials & Supplies	\$5,000.00	\$5,000.00 (unchanged)
Fund: FD101 General Fund Cost Center: CC2541 Facilities Maintenance Spend Category: Facility and Property Maintenance	\$2,500.00	\$15,500.00
Fund: FD101 General Fund	\$2,500.00	\$14,500.00

Approve an Increase to the Not-to-Exceed Amount with Walters Wholesale Electric Co. to Purchase As Needed Electrical Supplies

Page 3 of 3 – March 16, 2026

Cost Center: CC4035 Parks Facility Maintenance		
Spend Category: Facility and Property Maintenance		

PREVIOUS RELATED ACTION:

On September 20, 2021, City Council granted the City Manager authority to execute an agreement with Pomona Wholesale for an initial three-year term, with an option to extend the agreement for up to two additional one-year terms to provide street and park light materials and supplies, as needed for the Public Works Department.

DISCUSSION:

On July 14, 2021, an Invitation for Bid (IFB) “Street Light Materials and Supplies” was issued on the City’s electronic bidding platform. The solicitation notified 91 potential suppliers, of which 15 suppliers downloaded the RFP, resulting in the City receiving one bid. After review of the bid, it was determined that the bid submitted by Pomona Wholesale (now Walters Wholesale Electric Co.) met qualifications and was deemed the lowest responsible bidder.

The Public Works Department requires as-needed street and park light materials and supplies as part of the operations and inventory for both the Traffic Signal Operations and Parks and Facilities Divisions. As part of routine maintenance, the City purchases the necessary materials and supplies, including light fixtures, conductors, and fuses. These items are crucial to maintain the City’s street and park light infrastructure in a good operating condition. Walters Wholesale provides the necessary materials and supplies for the continued maintenance of City street and park lights.

Additional funding is required to address increased material costs and vandalism impacting facility and park maintenance operations. Costs of materials continue to increase historically year over year. Vandalism, especially copper wire theft, continues to impact City parks and facilities, requiring staff overtime, ongoing repairs, and maintenance. In Fiscal Year 2024/25, the purchase order with Pomona Wholesale (now Walters Wholesale) had to be amended to cover expenditures in the City’s General Fund facilities accounts. Last year, the Traffic Operations team was able to reduce its budget to allow staff to increase funding to support city park and facility repairs; however, this year the traffic operations team expects to utilize its full budget. The requested increase will allow the City to maintain safe, well-lit public spaces and respond promptly to maintenance and repair demands.

Prepared by:
Christine Valerio, Management Analyst