



CITY OF POMONA COUNCIL REPORT

August 6, 2018

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Darron Poulsen, Water Resources Director

Subject: **Award of Bid to Reed Electric for an Initial Term of Three-Years, with a Two One-Year Extension Options, for Electric Motor, Refurbishment and Replacement Services at the Per Unit Prices Bid**

OVERVIEW

Recommendations - That the City Council award Bid No. 2018-03 to Reed Electric for an initial three-year term, with two, one-year extension option, for electric motor repair, refurbishment and replacement at the per unit prices bid; and authorize annual CPI increases upon staff's review and approval.

Fiscal Impact- Funds for this procurement are available in the adopted FY 2018-19 Water Operating Budget (571-8123-53600-00000). The estimated annual cost is \$150,000. Funding for future years will be included in each respective annual budget submissions.

Previous Council Action – No previous council action

EXECUTIVE SUMMARY

The proposed action will award a three-year term, with an option to renew for up to two years, in one year increments, for electric motor repair, refurbishment and replacement. Various types of electric motors are utilized to throughout the water system. The electric motor applications for the Water Resources Department are for water wells, booster pumps, process controls, etc.

DISCUSSION

The City of Pomona maintains and operates approximately 100 electric motors throughout the water system. Approval will establish a multi-year contract for the repair and/or replacement of these electric motors for the City's water system by an experienced Electrical Apparatus Service Association's (EASA) Accredited Member service shop.

All work will be completed in accordance with the EASA Recommended Practice, AR-100-2015 latest edition and the National Electrical Manufacturers Association (NEMA) standards for

Approve an award of contract to Reed Electric for Electric Motor Repair, Refurbishment and Replacement

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service and repair of electrical apparatus. Reconditioning/repair of electric motors include the testing, disassembling, inspection, cleaning, re-winding, dipping, baking of windings, replacement of bearings, assembly, testing and painting.

In accordance with Section 2-970 of the City's Purchasing Ordinance, the Purchasing Division released a Notice Inviting Bids that was posted to PlanetBids accessible from on the City's website and the Public Notices board on March 28, 2018. Three (3) bids were received by the April 12, 2018 deadline. Staff conducted a review and verification of the bidder's responses.

Superior Electric Motor Service submitted the apparent lowest bid but was unable to fully meet the EASA requirements of the Request for Bid (RFB); therefore, is non-responsive. Reed Electrical, whom is the next lowest bidder, is recommended for award in accordance with the Bid. Reed Electrical did have an exception noted on their bid that was reviewed and deemed acceptable by City staff. Please see Attachment 1 for summary of bids.

Reed Electrical may request an annual price adjustment, which must be submitted to the City in writing for review and approval, 60 days prior to annual anniversary of the contract. Price increases shall be in accordance with the Yearly Consumer Price Index for the Los Angeles/Long Beach (all urban consumers) Metropolitan Statistical Area issued by the U.S. Department of Labor. Price increases are not guaranteed. The City is not obligated to extend the Agreement, and reserves the right to rebid dependent upon the fiscal impact of the requested price increase.

Attachment: Bid Summary for Electric Motor Repair, Refurbishment and Replacement

Prepared by: Damian Martinez, Senior Management Analyst