



CITY OF POMONA

COUNCIL REPORT

February 1, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Chris Diggs, Water Resources Director

**SUBJECT: APPROVE AN AGREEMENT WITH UNITED WATER WORKS, INC.
FOR THE PURCHASE OF UTILITY SYSTEMS MATERIALS, TOOLS
AND EQUIPMENT, AS-NEEDED**

RECOMMENDATION:

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

- 1) Approve an agreement with United Water Works, Inc. for the purchase of utility systems materials, tools and equipment using a contract that was competitively bid and awarded by the City of Azusa, California; and
- 2) Authorize the City Manager, or designee, to execute the agreement with United Water Works, Inc. on behalf of the City, for the remaining term of the City of Azusa contract.

EXECUTIVE SUMMARY:

The recommended actions will approve an agreement with United Water Works, Inc. (United) that will allow for the purchase of materials, tools and equipment that are necessary to repair and maintain the City's utility systems (Attachment 1). United was selected using a "piggyback" contract from the City of Azusa, California.

FISCAL IMPACT:

Funds for these purchases are available in the adopted FY 2020-21 Water Resources Department (WRD) budget. Expenses fluctuate from year to year depending on the quantity of materials needed to maintain the City's utility systems. Purchases will be made on an as-needed basis and will not exceed adopted budget amounts. Staff estimates cost to be an average of \$650,000 annually. Staff anticipates a total of \$200,000 to be purchased by the end of FY 2020-21 of which approximately \$189,000 will be from the Water Fund (571), \$7,000 from the Recycled Water Fund (574), and \$4,000 from the Sewer Fund (581). Future contract costs will be budgeted for in the appropriate fiscal year.

PREVIOUS RELATED ACTION:

On March 7, 2016, Council approved an award of bid to United for the purchase of utility materials on an “as-needed” basis for a three-year term and authorized the City Manager to renew it for up to two additional years, in one-year increments.

DISCUSSION:

WRD uses various materials and specialized tools and equipment to keep the City’s utility systems operating. The City has purchased many of these items from United since March 2016. These materials include pipe, fittings, gaskets, clamps, valves, and other materials regularly used to complete repairs. As such, the City keeps an inventory of materials that are used on a regular basis. Additionally, system repairs frequently require specialized materials that are not stocked in the WRD’s inventory. United has proven to be a trusted resource as they have been able to provide timely delivery of quality materials as they are needed.

In accordance with City Code 2-997, the Procurement Officer recommends using the “piggyback” option offered by the City of Azusa’s contract with United. The City of Azusa conducted a formal competitive bid process to procure a multi-year contract for waterworks materials. United was the successful low bidder for the bid request and was awarded the contract. After a thorough review of the bid requirements and contract awarded by the City of Azusa, Pomona staff determined that the bid process and documents meet the City of Pomona’s standards for purchasing materials, parts, tools and equipment.

With direction from the Purchasing Officer, WRD staff has received approval from the City of Azusa to use the “piggyback” option (Attachment 2). After discussions with United, they have agreed to extend the City of Azusa bid to the City of Pomona (Attachment 3).

Prepared by:

Damian Martinez

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Senior Management Analyst

ATTACHMENTS:

Attachment No. 1 – Agreement between City of Pomona and United

Attachment No. 2 – Letter of “Piggyback” authorization from the City of Azusa, California

Attachment No. 3 – Letter Agreement from United