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# CITY OF POMONA COUNCIL REPORT

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September 20, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Rene Guerrero, Public Works Director

**SUBJECT: AWARD OF AGREEMENT TO POMONA WHOLESALE FOR STREET  
AND PARK LIGHT MATERIALS AND SUPPLIES**

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

- 1) Award a three-year agreement to Pomona Wholesale Electric, Inc. to provide street and park light materials and supplies in an aggregate amount not-to-exceed \$150,000, with two optional one-year extension options not to exceed \$50,000 annually; and
- 2) Authorize the City Manager or designee, to execute the agreement and any subsequent amendments.

**EXECUTIVE SUMMARY:** Approval of the recommended actions will award an agreement to Pomona Wholesale Electric, Inc. (Pomona Wholesale) for street and park light materials and supplies for three (3) years, with two (2) one-year renewal options. This will enable the Public Works Department to continue purchasing the necessary materials and supplies for the continued maintenance of City of Pomona (City) owned street and park lights.

**FISCAL IMPACT:** Materials and supplies will be purchased on an as-needed basis, with expenditures limited annually by budgeted appropriations. With approval of the agreement, the allocated cost for street and park light materials and supplies will not exceed \$50,000 per year. Annual funding in the amount of \$50,000 is appropriated in the FY 2021-22 Operating budget in the following accounts:

Fund	Account	Amount
Measure R – Traffic Signal (Electrical Material)	128-2563-52560-00000	\$ 15,000
Measure R – Traffic Signal (Material)	128-2563-52530-00000	\$ 5,000
Measure M – Traffic Signal (Electrical Material)	138-2563-52560-00000	\$ 15,000
Measure M – Traffic Signal (Material)	138-2563-52530-00000	\$ 5,000
Gas Tax – Traffic Signal (Electrical Material)	208-2563-52530-00000	\$ 1,000
Gas Tax – Traffic Signal (Material)	208-2563-52560-00000	\$ 4,000

General Fund – Facilities Maintenance (General Maintenance & Repairs)	101-2541-52580-00000	\$ 2,500
General Fund – Parks Facilities Maintenance (General Maintenance & Repairs)	101-4035-52580-00000	\$ 2,500

**PUBLIC NOTICING REQUIREMENTS:** In accordance with Section 2-993.1 of the City’s Purchasing Ordinance, a public notice inviting bids was posted on the City’s website on July 14, 2021 and bids were open on August 4, 2021.

**DISCUSSION:** 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 and Parks & Facilities Divisions. As part of routine maintenance, the City purchases the necessary materials and supplies, including light fixtures, conductors, fuses, etc. These items are crucial to maintain the City’s street and park light infrastructure in a good operating condition. The proposed award will provide the necessary materials and supplies for continued maintenance of the City’s street and park lights. Pomona Wholesale has provided the appropriate materials and supplies to the City in the past.

On July 14, 2021, a Request for Proposal No. 2021-25 – “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 Pomona Wholesale bid met qualifications and was deemed the lowest responsible bidder.

The recommended action will give authority to the City Manager 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. By awarding this bid to Pomona Wholesale, we are also supporting a local business.

**COUNCIL PRIORITIES & GOALS:** This item supports the 2019-2020 City Council Priority 1: Fiscal and Operational Responsibility – Goal B: Improve efficiency and effectiveness of City Services to businesses and residents.

Prepared by:

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