



Staff Report

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**File #:** 21-0682

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**REQUEST FOR CITY COUNCIL AND  
CORONA UTILITY AUTHORITY ACTION**

**DATE:** 07/07/2021

**TO:** Honorable Mayor and City Council Members  
Honorable President and Board Members

**FROM:** Department of Water and Power

**SUBJECT:**

Award of contract for on-call in-field/in-shop electric motor repair services to Energy Management Electric Corp.

**EXECUTIVE SUMMARY:**

The City issued Request for Proposal No. 21-050RH for on-call in-field/in-shop electric motor repair services for the Department of Water and Power's pumps for the water and water reclamation facilities for after-hours and as-needed services.

**RECOMMENDED ACTION:**

**That the:**

- a. City Council award Request for Proposal No. 21-050RH for on-call in-field/in-shop electric motor repair services to Energy Management Electric Corp doing business as GP Electric Motor of Pomona, CA, for an initial one-year contract in Fiscal Year 2022 with two optional two-year extensions.
- b. City Council authorize the City Manager, or his designee, to execute the Maintenance/General Services Agreements with Energy Management Electric Corp doing business as GP Electric Motor of Pomona, CA, in the amount of \$200,000 for the initial contract term ending June 30, 2022, with two optional two-year extensions.
- c. City Council authorize the General Manager and City Attorney or their designees to negotiate and execute non-substantive extensions, change orders, and amendments up to 10% or \$20,000 as authorized in Corona Municipal Code Section [3.08.060\(J\)](#).

- d. City Council authorize the Purchasing Manager to issue a purchase order to Energy Management Electric Corp doing business as GP Electric Motor of Pomona, CA, in the amount of \$200,000 per year starting in Fiscal Year 2022 through Fiscal Year 2026.
- e. Corona Utility Authority review, ratify, and to the extent necessary, direct the City Council to take the above actions.

### BACKGROUND & HISTORY:

The Department of Water and Power operates and maintains four water treatment plants, twenty-one active wells, eighteen potable water booster stations, eighteen reservoirs, three water reclamation facilities, fourteen sewer lift stations, and three reclaimed water booster stations to reliably serve the residents and businesses of the City of Corona and its service area. These facilities have 200 various-sized motors ranging from 7 horsepower to 400 horsepower. These motors are in service twenty-four (24) hours a day, seven (7) days a week (continuous duty with lead and lag pumps). Maintenance staff performs regular inspections, preventive maintenance, and repair services to all these facilities and heavily relies on on-call, as-needed, time-and-materials basis repairs for these motors to reliably provide high-quality services to the community.

### ANALYSIS:

On February 10, 2021, the Purchasing Division issued Request for Proposals (RFP) No. 21-050RH pursuant to Corona Municipal Code (CMC) [3.08.110](#) non-public projects formal bidding procedure requirements. The proposal closing date was March 24, 2021. The City received two (2) proposals by the submission date of March 24, 2021.

The scope of work consists of:

- On-call on-site or off-site repairs of electrical motors ranging in size from 7 to 400 horsepower.

Staff performed evaluations of the proposals from both firms. The evaluations were based on the following criteria:

Criteria	Max Points
Qualifications of Firm	10
Qualifications of Personnel	40
Work Plan/Project Understanding and Approach	40
Value	10
Total	100

After careful review of the two proposals, the panel evaluated the firms. The table below shows the final rank for each firm:

<b>Firm</b>	<b>Score</b>	<b>Ranking</b>
Energy Management Corporation	84.33	1
Superior Electric Motor Service Inc.	77	2

The final evaluation scores were very close, 84.3 and 77 for Energy Management Corporation and Superior Electric Motor Service, Inc., respectively. In addition, their pricing structures had slight differences while their technicians' qualifications ranked very close to each other. However, after a thorough document review by the Purchasing Division, Superior Electric Motor Service, Inc. was deemed non-responsive due to not being registered with the California Department of Industrial Relations (DIR) as stipulated in bid documents and California Labor Code 1725.5.

Based on the staffs' evaluation of the proposals, staff recommends that the City Council award the RFP in the amount of \$200,000 to Energy Management Electric Corp dba GP Electric Motor of Pomona, CA. All licenses have been reviewed and verified by City staff.

**FINANCIAL IMPACT:**

Funding for the recommended action is included in the Fiscal Year 2022 Water, Water Reclamation, and Reclaimed Water Operating Budgets. In addition, funding in future fiscal years will be recommended through the budget process.

**ENVIRONMENTAL ANALYSIS:**

This action is categorically exempt pursuant to Section 15301 of the Guidelines for the California Environmental Quality Act (CEQA), which states that operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the CEQA determination is exempt from CEQA. This action consists of the repair of existing motors within the existing water and water reclamation systems. Therefore, no environmental analysis is required.

**PREPARED BY:** AFTAB HUSSAIN, MAINTENANCE MANAGER

**REVIEWED BY:** TOM MOODY, GENERAL MANAGER

**Attachments:**

1. Exhibit 1 - RFP 21-050RH
2. Exhibit 2 - RFP 21-050RH Addenda
3. Exhibit 3 - RFP 21-050RH Summary
4. Exhibit 4 - Energy Management Electric Corp. MGSA