


CITY COUNCIL ACTION REQUEST

Department(s) Finance	CEQA Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment	Coordination City Attorney's Office; City Manager's Budget Office; Public Works Department	Dept. Approval /s/ Drew Corbett
Council District(s) Citywide			CMO Approval  10/3/24

SUBJECT: Actions Related to the Purchase Order with Pape' Machinery, Inc. for Off-Road Equipment Repairs and Services

RECOMMENDATION

Adopt a resolution authorizing the City Manager or her designee to:

- a) Amend purchase order OP 65152 with Pape' Machinery, Inc. (Eugene, OR) for off-road equipment repairs and services to increase the total compensation by \$100,000, for a maximum compensation not-to-exceed \$450,000 for the period ending June 2, 2025; and
- b) Exercise up to six one-year options to extend the term of the purchase order with the last option ending on or about June 2, 2031, subject to the appropriation of funds.

BASIS FOR RECOMMENDATION

The Fleet Management Division, Public Works Department (Fleet) is responsible for fueling, preventive maintenance, repair, acquisition, and disposal of vehicles and equipment Citywide. Fleet requires parts and materials for the maintenance and repair of heavy-duty off-road equipment, including specialized Fecon, dredging, and John Deere equipment. Outside providers are needed for these items to minimize operational impacts and mitigate equipment downtime. Fleet strategically coordinates repairs to effectively utilize limited staffing resources. These repair services are essential for safety and asset preservation.

In April 2024, a competitive Request for Bids was facilitated by the Finance Department to procure these services. The Request for Bids provisioned for a one-year initial term and an additional six one-year options for the City to extend the term. One responsive bid was submitted, and no protests were received. The sole bidder did not apply for the local or small business preference. The initial award to Pape' Machinery, Inc., pursuant to the bidding procedures of the San José Municipal Code Section 4.12.310.B(1), was done under the City Manager's authority. Fleet now requires additional funding to meet ongoing service needs for the remainder of the term. Approval of this recommendation ensures the City continues to receive these essential services with minimal impact to operations.

COMMISSION RECOMMENDATION AND INPUT

No commission recommendation or input associated with this action.

COST AND FUNDING SOURCE

The recommended action relating to this purchase order of \$100,000 is funded by the Public Works Department's Non-Personal/Equipment appropriation in the Vehicle Maintenance and Operations Fund.

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance - Purchasing and Risk Management, at Albie.Udom@sanjoseca.gov.