



**DATE:** April 16, 2025

**TO:** Mayor and Members of the City Council

**FROM:** John R. Gillison, City Manager

**INITIATED BY:** Neil Plummer, Public Works Services Director  
Andy Miller, Facilities Superintendent  
Ruth Cain, Procurement Manager  
Paige Eberle, Management Analyst I

**SUBJECT:** Consideration of a Contract with UPSCO for Uninterrupted Power Supply (UPS) Maintenance Services in an Amount Not to Exceed \$20,000 in FY24/25 and \$220,000 Over Seven Years. (CITY)

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**RECOMMENDATION:**

Staff recommends the City Council award and authorize the execution of a Professional Services Agreement (PSA) with UPSCO to provide Uninterrupted Power Supply (UPS) maintenance services effective through June 30, 2030, with an option to renew in one (1) year increments up to a total of (2) additional years, in an amount not to exceed \$20,000 annually and \$250,000 over the duration of the contract.

**BACKGROUND:**

The Public Works Services Department (PWSD) and the Procurement Division routinely issue requests for proposals to ensure vendor services remain competitive. Public Works staff drafted a detailed scope of work to solicit bids for maintenance services for uninterrupted power supply within all City facilities. Previously, a contract was obtained through an open market bid process with a not to exceed limit of \$25,000 for as-needed services. Typically, these services were utilized in an on-call capacity however, due to increasing costs and a need for continual routine maintenance, Public Works solicited bids through a Request for Proposals (RFP) process to increase the spending limit and provide the appropriate level of service. This will assist the Public Works Department in reducing costly repairs and extend the useful life of our equipment through a routine, preventative maintenance program.

PWSD provided the scope of work to the Procurement Division to prepare a formal Request for Proposal (RFP). The Procurement Division prepared and posted RFP #24/25-018 to the City's automated procurement system. 686 vendors were notified of the solicitation, 40 prospective vendors downloaded or viewed the bid package, and 3 vendors response was received.

**ANALYSIS:**

An Evaluation Committee consisting of City staff conducted a thorough analysis of the RFP responses and scored and ranked the responsive proposals in accordance with the criteria specified in the RFP. The outcome of the evaluation process determined UPSCO to be the most responsive vendor providing the best value while meeting the scope of services and specifications

required. Therefore, staff recommends the City Council award a contract to UPSCO through June 30, 2030, and an option to renew in one (1) year increments for a total of two (2) additional years in an amount not to exceed \$20,000 for the remainder of FY 24/25 and \$250,000 over the duration of the contract, contingent upon approval of future budgets.

If approved, a copy of the executed contract will be on file in the City Clerk's Office.

**FISCAL IMPACT:**

This contract price is within various operations and contract services accounts in the adopted FY 2024/2025 budget and will be adjusted as necessary contingent upon future budgets.

**COUNCIL MISSION / VISION / VALUE(S) ADDRESSED:**

This item addresses City Council's core values of promoting and enhancing a safe and healthy community for all by ensuring City are properly maintained by intentionally embracing and anticipating the future.

**ATTACHMENTS:**

None.