


Culver CITY

INTEROFFICE MEMORANDUM

DATE: August 10, 2021

TO: John Nachbar, City Manager

FROM: Rolando Cruz, Chief Transportation Officer 

SUBJECT: Emergency Purchase of Materials Required for the Installation of Heavy Vehicle Charger

CC: Onyx Jones, Chief Financial Officer

Pursuant to § 3.07.060 of the Culver City Municipal Code, the Transportation Department is requesting emergency purchase authority of materials required for the installation of a heavy vehicle charger. This charger is required to fuel and operate the first four electric buses being delivered beginning in late August through September 2021. Without a charger in place, the Transportation Department will be unable to deploy the buses into service thereby impacting the City's continued operation and provision of transit services.

During the planning phase of the charger installation, Transportation Department staff worked with Southern California Edison to secure approval and confirm that the charger could be added to the existing transformer service based on current load and capacity. This process took much longer than anticipated and caused downstream schedule delays in soliciting quotes for the charger installation.

Staff initially requested quotes from three separate firms for this work, including ABM Electrical Power Services, LLC, Crosstown Data & Electrical Inc., and Elecnor Belco Electric Inc. Crosstown Electrical was the only responsible and responsive bidder; however, total cost for this work was quoted at \$84,538 which far exceeds the independent cost estimate as well as the Purchasing Officer's authority (\$50,000). All materials will be purchased through Crosstown, and given an estimated lead time of a 6 – 8 weeks to obtain a metered pedestal, which is necessary to integrate the heavy vehicle charger with the existing electrical service, staff intends to order the pedestal at a cost of \$12,939 under emergency purchase authority to provide for adequate delivery time. The remaining install labor and materials will proceed under a separate construction contract per Culver City Municipal Code section 3.07.065A as discussed with the City Purchasing Officer and will be included in Staff Report 21-184 pending Council approval at the August, 23rd meeting.

The aforementioned schedule delays, as well as the excessive lead times for materials, both of which are market driven, constitute an unexpected occurrence that requires immediate action. This emergency purchase will allow materials with excessive lead times to be ordered from Crosstown Electrical and delivered in a timely manner and preserves existing service levels by allowing the installation of the charger to move forward and the new electric buses to be deployed as intended and previously reported to yourself and the City Council.