



City Council Agenda Report
January 21, 2025

TO: Honorable City Council

FROM: Jesus M. Gomez, City Manager

BY: Glen W.C. Kau, P.E., Director of Public Services/City Engineer
Jacqueline Koontz, P.E., Senior Civil Engineer
Michael Jea, Assistant Engineer

SUBJECT: BIDDING EXEMPTION FOR AWARD OF PURCHASING AGREEMENTS FOR 2024-2026 TRAFFIC SIGNAGE AND RELATED MATERIALS

Background:

The Utilities Division (Utilities) within the Public Services Department is responsible for maintaining, replacing, and installing the City’s traffic signage. Aging infrastructure, new regulatory requirements for sign replacements, automobile collisions, vandalism, and the need for traffic related materials has grown. Currently, the City owns and maintains approximately 28,000 signs citywide. The traffic crew members (field staff) successfully upgrade and/or replace hundreds of signs, and related components, each year.

To secure competitive rates, staff solicited an Invitation for Bids (IFB) No. 25-770 for 2024-2026 Traffic Signage and Related Materials to prequalify vendors on August 8, 2024. Key supplies, materials and equipment, and non-professional services for IFB No. 25-770 include:

Supplies, Materials, Equipment	Approved 2024-25 Fiscal Year Budget
Traffic signs and materials conforming to the California Manual of Uniform Traffic Control Devices (MUTCD) standards	\$123,000
Sign posts, mounting hardware, and other miscellaneous related items such as traffic cones and delineators	
Custom signs not listed in the MUTCD, as requested	

Street name and overhead intersection signs with letters and numbers	\$85,000
City’s Signage Replacement Project	\$75,000
Total	\$283,000

At its regularly scheduled October 1, 2024 meeting, City Council awarded a pre-qualified vendors list for 2024-2026 Traffic Signage and Related Materials as noted in the attached table.

Approved Vendors List

Company/Contractor	Complete Bid
Square Signs LLC, dba Front Signs	Yes
Roadline Products, Inc.	Yes
Myers & Sons Hi-way Safety, Inc.	Yes

However, Norwalk Municipal Code (NMC), §3.20.020 - Formal Bidding Procedure, states: “except as otherwise provided in this section, contracts shall be awarded by the City Council to the lowest responsive and responsible bidder.” By accepting a singular bidder, the City would be limited by the availability, delivery, and supply of materials needed. To ensure adequate materials inventory and avoid delays to maintenance efforts, staff is seeking a bidding exemption. Exemptions to the competitive bidding and low bidder requirements are provided for under NMC §3.16.070(D) - allows certain exemptions “when the supplies, materials and equipment, or nonprofessional services is necessary to repair, maintain, or improve the City’s utilization of supplies, materials, and equipment, which is a component for or a system of supplies, materials, and equipment previously acquired by the City.” By having a pre-qualified list rather than a singular bidder, staff can purchase the necessary materials in a timely manner and ensure the safety of drivers and pedestrians.

Fiscal Impact:

Adequate Measure R and Measure M Funds were budgeted in the approved Fiscal Year 2024-25 budget. Funding for future fiscal years will be budgeted and approved on an annual basis.

Citizens Advised:

N/A

Strategic Plan 2023 Implementation:

N/A

Recommended Action:

Staff recommends City Council authorize the City Manager to approve the purchase of Traffic Signage and Related Materials on a best-value basis from any of the three pre-qualified vendors up to an aggregate amount of \$283,000 pursuant to the exemption provided under Norwalk Municipal Code §3.16.070(D).

Attachments:

1. Levine Act Campaign Disclosure Form - Square Signs LLC, dba Front Signs
2. Levine Act Campaign Disclosure Form - Roadline Products, Inc.
3. Levine Act Campaign Disclosure Form - Myers & Sons Hi-way Safety, Inc.