



## OFFICE OF THE CITY MANAGER

July 22, 2021

To the Honorable City Council  
of the City of Pasadena

Mayor and Councilmembers:

### WEEKLY NEWSLETTER

1. **Estimated Number of City Employees who are Fully Vaccinated:**

During the City Council meeting on July 19, 2021, Councilmembers inquired about the number of City employees who are vaccinated. Based on self-attestations voluntarily provided by City employees, approximately 55% stated they are fully vaccinated for COVID-19. According to Jennifer Curtis, Director of Human Resources, this number does not include employees who are partially vaccinated or those fully vaccinated, but who have not yet submitted the self-attestation.

2. **The Draft 2021-2029 Housing Element and the Religious Institution Housing Ordinance:**

Submitted by David Reyes, Director of Planning and Community Development, the following is the response to questions raised by the City Council on Monday, July 19, 2021.

The Housing Element allows each city to prepare a community-specific approach to “how” and “where” housing will be addressed to meet the needs of the community. Pasadena is in the process of updating its Housing Element for the 2021-2029 planning period. The [Draft 2021-2029 Housing Element Sites Inventory and Housing Plan](#) are now available to the public for review.

A Religious Institution Housing Ordinance (which would allow affordable housing on religious institution properties) is identified in the Draft Housing Element as an Implementation Objective under the Alternative Housing Opportunities program. It is one of four objectives that are identified to be completed by 2025. This does not mean that staff intends to wait to 2025 to pursue this effort. Once the City has adopted the 2021-2029 Housing Element, which is anticipated to occur in December 2021, staff plans to immediately proceed with the Religious Institution Housing Ordinance. Furthermore, there is nothing that currently prevents any religious institution from pursuing the development of affordable housing on property it controls. Any such project would be reviewed against current zoning to determine what approvals would be necessary for such a project to proceed.

The next steps for the Draft 2021-2029 Housing Element are:

- Housing Task Force Meeting – July 22
- [Community Survey \(English and Spanish\)](#) closes July 23
- City Council – August 2
- CA Housing and Community Development Dept. 60-day Review – August/September
- Housing Task Force Meeting – TBD
- Planning Commission and City Council Adoption Hearings – November/December

The Draft 2021-2029 Housing Element Sites Inventory and Housing Plan are available at the link below:

<https://www.cityofpasadena.net/planning/planning-division/community-planning/general-plan/housing-element-update/#2021-2029-housing-element>

The Housing Element Community Survey is available through July 23 at the link below:

<https://www.cityofpasadena.net/planning/planning-division/community-planning/general-plan/housing-element-update/#housing-survey>

**3. Follow up to the July 12, 2021 City Council Meeting Regarding Adding Business License Vendors Into Planet Bids:**

On July 12, 2021, City Council requested information as to whether the City is able to enroll vendors that register for a business license into Planet Bids. Vic Erganian, Acting Director of Finance, provided the following response.

Planet Bids provides two options to consider:

- 1) send an initial invite to Pasadena businesses with an email address inviting them to register on Planet Bids; and
- 2) import the Business License list into Planet Bids.

The import option is not legally-feasible, as the State of California Business and Professional Code 16000.1 (a) (3) states that “Personal information collected for purposes of issuing a business license by a city shall be confidential, shall not be available to the public for inspection, and shall not be disclosed except as required to administer the licensure program or comply with a judicial warrant, subpoena, or court order.”

Usage of Business License Data, in spring of 2021, Pasadena First Buy Local staff received a list of 307 Pasadena businesses that were licensed (or renewed) with the City over the 12 months leading up to the City's “Doing Business with the City” workshop on June 1<sup>st</sup>. Staff contacted these businesses and invited them to register into Planet Bids. During the workshop, staff included detailed instructions for registering into Planet Bids, which was also broadcast on KPAS. As a follow up to the workshop, staff has scheduled/conducted more than 30 one-on-one meetings with Pasadena businesses.

Purchasing will be sending out invitations to 5,249 businesses with an active business license and will continue to send out monthly invitations to new vendors who register with the Business License Division. In addition, staff will explore the feasibility of including language to express interest and invite businesses to register on the business license renewal form.

To the Honorable City Council


July 22, 2021

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4. **Legal Advertisements and Public Notices:**

I have attached a memorandum from Mark Jomsky, City Clerk, which provides this week's submission of upcoming legal advertisements and public notices set for publication. In addition, the webpage for posting public notices and advertisements has been updated with the attached information and can be accessed from the City's home webpage at [www.cityofpasadena.net](http://www.cityofpasadena.net). If you require additional detailed information on these legal advertising and public notices, please contact Mr. Jomsky at (626) 744-4709.

Respectfully Submitted,



**JULIE A. GUTIERREZ**  
Assistant City Manager

/Attachments





OFFICE OF THE CITY CLERK

MEMORANDUM

**TO:** Honorable Mayor and City Council  
**FROM:** Mark Jomsky, City Clerk *[Signature]*  
**DATE:** July 22, 2021  
**RE:** Legal Advertisements and Public Notices

Attached, please find this week's submission of upcoming legal advertisements and public notices set for publication.

In addition, the webpage for posting public notices and advertisement has been updated with the attached information, and can be accessed from the City's home webpage: [www.cityofpasadena.net](http://www.cityofpasadena.net) (see illustration below)



Please let me know if you have any questions.

## CITY OF PASADENA NOTICE INVITING BIDS

### FURNISH LABOR AND MATERIALS FOR JANITORIAL SERVICES IN 3 CITY OWNED PARKING LOTS

#### Delivery Instructions

Bids will be received electronically through Planet Bids ([www.planetbids.com](http://www.planetbids.com)). A bid received after the time set for the bid opening shall not be considered. Bidders are required to submit (upload) all items listed in the BIDDER'S CHECKLIST including acknowledgement of all addendums. Bids will be received prior to 2:00 pm Tuesday, August 10, 2021, and will be opened online at that time.

Copies of the Specifications may be obtained by mail or in person from the Purchasing Division, 100 N. Garfield Ave., Room S-348, Pasadena, CA 91109, Telephone No. (626) 744-6755.

Refer to the Specifications for complete details and bidding requirements. The Specification and this Notice shall be considered a part of any contract made pursuant thereunder.

#### Mandatory Pre-bid Conference

A mandatory pre-bid conference will be held at which time each bidder will have the opportunity to clarify and ask questions regarding the Specifications. The pre-bid conference will be held at 2:00 pm Tuesday, August 3, 2021 in the Playhouse Parking Lot located at 44 S Madison Ave and continuing on to the Shopper's Lane lots..

#### Bid Security

Electronic Bid bond is required. Bidders must submit all required information for the city to verify the bond with their bid (as a PDF file). The bond must meet the following requirements and characteristics: A bid security in the amount of five percent (5%) of the total bid price in the form of a redeemable or callable electronic surety bond, meeting City requirements, must accompany all bids.

#### Performance Bonds, and Labor & Materials Bonds

Performance Bonds Required: 50%

Labor & Materials Bonds Required: No Bond Required

#### Release Date:

Release Dated: Thursday, July 22, 2021

STEVE MERMELL

City Manager

**CITY OF PASADENA  
NOTICE INVITING BIDS**

**FOR PURCHASE OF TRANE PACKAGE UNITS AND ADAPTABLE CURBS TO EXISTING CURBS**

Delivery Instructions

Bids will be received electronically through Planet Bids ([www.planetbids.com](http://www.planetbids.com)). A bid received after the time set for the bid opening shall not be considered. Bidders are required to submit (upload) all items listed in the BIDDER'S CHECKLIST including acknowledgement of all addendums. Bids will be received prior to **3:00 pm Tuesday, August 10, 2021**, and will be opened online at that time. The bids shall be clearly titled:

**PURCHASE OF TRANE PACKAGE UNITS AND ADAPTABLE CURBS TO EXISTING CURBS**

Copies of the Specifications may be obtained by mail or in person from the Purchasing Division, 100 N. Garfield Ave., Room S-349, Pasadena, CA 91109, Telephone No. (626) 744-6755.

Refer to the Specifications for complete details and bidding requirements. The Specification and this Notice shall be considered a part of any contract made pursuant thereunder.

Bid Conference

The City does not plan to hold a pre-bid conference. Instead, the City will accept written questions via email.

Release Date

Release Dated: Thursday, July 22, 2021

STEVE MERMELL

City Manager

**NOTICE INVITING BIDS**  
for  
**LAMANDA PARK LIBRARY POCKET PARK PROJECT**  
In the City of Pasadena, California

General work description: Furnish and install new play structure and equipment on rubberized play surface; new picnic area with tables and decomposed granite; sitting areas with benches; park monument signage; tubular steel safety fence along street frontage; masonry trash enclosure; drinking fountain; and drought tolerant landscape planting and drip irrigation improvements within the project site area. Additive Alternative No. 1: Furnish and install shade structure.

Length of contract to complete including all punch list items: 60 working days

The estimate bid range: \$205,000 - \$280,000

Bids shall be received electronically through Planet Bids ([www.planetbids.com](http://www.planetbids.com)) prior to 2:00 pm on **Thursday, August 12, 2021** for, **Lamanda Park Library Pocket Park Project** in the City of Pasadena, California. A bid received after the time set shall not be considered. Bidders are required to submit (upload) all items listed in the BIDDER'S PROPOSAL including a copy of the required Bidder's Bond and acknowledgement of all addendums.

A copy of the bid package is available on PlanetBids at:<https://www.planetbids.com/portal/portal.cfm?CompanyID=14770>. The Pasadena Supplements and Modifications to the Standard Specifications for Public Works Construction ("Greenbook") is available, if needed, online at:  
<https://ww5.cityofpasadena.net/public-works/wp-content/uploads/sites/52/2016/10/Supplements-and-Modifications-to-the-Green-Book-2006-Edition.pdf>

From time to time, the City finds it necessary to issue addendum(a) to bid specifications after those bid specifications have been released. Only those parties that have registered with the City as a plan holder on a particular project will receive the addendum(a) for that project. The City is not responsible for notifications to those parties who do not directly register as a plan holder on the City's database. It is the responsibility of all perspective bidders to register on the City's database to ensure receipt of any addendum(a) prior to bid submittals. Additionally, information on any addendum(a) issued for any bid specifications for any project will be available on the City website at:  
<https://www.planetbids.com/portal/portal.cfm?CompanyID=14770> The City reserves the right to reject as nonresponsive any bid that fails to include the information required by any addendum(a) posted on the City website.

A mandatory pre-bid meeting is scheduled for **Tuesday, August 3, 2021 at 10:00 a.m.** at 140 South Altadena Drive, Pasadena, California 91107. This meeting is to answer any questions regarding the project plans and specifications, and review site conditions. Each attendee is required to follow COVID-19 safety protocols and bring their own personal protective equipment (PPE), including but not limited to face masks, and maintain a minimum social distance of 6 feet from others. Attendees who do not have their own PPE may not be allowed in the meeting.

**ATTENDANCE IS MANDATORY**

Deadline for Bidder Request for Information and/or Equal Substitution Request must be submitted to the Agency Representative by **Wednesday, August 4, 2021, 2:00 p.m.** All RFIs and/or Substitution request must be submitted via e-mail to Wes Perreyclear email: [wperreyclear@cityofpasadena.net](mailto:wperreyclear@cityofpasadena.net).

Each Bidder must hold an active license issued by the California Contractors State License Board in the following classification(s): **Class A** (general engineering contractor), **Class B** (general building contractor) or **C-27** (landscaping contractor). In addition, the Bidder or a listed Subcontractor must hold all applicable State certifications from the California Contractors State License Board and any necessary registrations from the Division of Occupational Safety and Health at the Bid Deadline.

Pursuant to the provisions of Section 1770 to 1782 of the California Labor Code, the California Department of Industrial Relations has ascertained the general prevailing rate of wages in the county in which work is to be done. A copy of the general prevailing rate of wages is on file with the City Engineer and is available for inspection and reference during regular business hours.

A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of this public works project unless currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5. It is not a violation of Labor Code Section 1771.1 for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business

and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

The Contractor must post job site notices prescribed by regulation (See e.g. 8 Cal. Code Reg. Section 16451(d).

Contractors and Subcontractors must furnish electronic certified payroll records directly to the California Labor Commissioner (aka Division of Labor Standards Enforcement).

**Electronic Bid bond is required:** Bidders must provide all required information for the city to verify the bond with their bid (PDF file). The bond must meet the following requirements and characteristics: Bid security in the amount of five percent (5%) of the total bid price in the form of a redeemable or callable electronic surety bond, meeting City requirements, must accompany all bids. If the Bidder to whom the contract is awarded shall for fifteen (15) calendar days after such award fail or neglect to enter into the contract with the required insurance documentation and the Construction & Demolition Waste Management Plan, and file the required bonds, the City may deposit in its treasury said bid security and, under no circumstances, shall it be returned to the defaulting Bidder. Failure to return signed contract with all the attachments stated above may result in having the project awarded to the next lowest bidder.

Refer to the Specifications for complete details and bid requirements. Specifications and this notice shall be considered a part of any contract made pursuant thereto.

STEVE MERMELL  
City Manager

Dated: July 9, 2021 (Authorized by City Attorney)