



## **CITY OF MENIFEE**

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SUBJECT: Agreement with Access General Contracting, Inc. for On-Call Asphalt Services

MEETING DATE: June 18, 2025

TO: Mayor and City Council

PREPARED BY: Chris Gehrki, Management Analyst II

REVIEWED BY: Nick Fidler, Public Works Director

APPROVED BY: Armando G. Villa, City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute a Contract Services Agreement with Access General Contracting, Inc. for on-call asphalt services in a total not-to-exceed amount of \$625,000 through June 30, 2030
2. Authorize the Finance Department to issue individual purchase orders on an as-needed basis in the aggregate of the not-to-exceed amount approved for the agreement.

### **DISCUSSION**

As part of Public Works Operations Division efforts to maintain the City's roads, staff have identified a need for contract services to provide asphalt maintenance on several segments of roadway citywide. Asphalt road services are vital to public safety and help reduce damage to vehicles and property. These services include paving, repairing, and sealing roadway segments not large enough to constitute a Capital Improvement Program Project. Contracting this service will allow staff to focus on maintenance services that include potholing, signage, striping, small concrete projects, grading, and graffiti.

On March 11, 2025, staff administered a competitive bid process using the PlanetBids platform and a Notice Inviting Bids (NIB) was legally advertised in accordance with the California Public Contract Code. An electronic bid opening was held on April 14, 2025. A total of five bids were received as summarized in Table 1 on the following page.

**TABLE 1 – BID RESULT SUMMARY**

| Firm Name                  | Total Bid Amount | Lowest Responsible Bidder |
|----------------------------|------------------|---------------------------|
| Access General             | \$9,680.00       | X                         |
| Hardy & Harper             | \$11,167.00      |                           |
| Gentry General Engineering | \$44,767.50      |                           |
| Copp Contracting           | \$49,022.93      |                           |
| NPG                        | \$97,050.00      |                           |

Staff reviewed the apparent low bidder and determined that Access General met the requirements for recommendation as the lowest responsive and responsible bidder. The intent of the bidding process was to establish an on-call maintenance service that could be accessed on-call as asphalt maintenance services are needed. The total bid amounts above reflect the sum of each unit pricing as requested in the NIB.

In June 2023, the City Council authorized staff to implement the use of a multi-year agreement for pre-qualified service firms to serve as a master agreement that would be established for a specific number of years and with a predetermined not-to-exceed amount for the full agreement term. The proposed multi-year Contract Services Agreement for asphalt services (“Agreement”) is being recommended to ensure timely engagement of safety related maintenance services in the Public Works Operations Division. Approval of the Agreement would serve to support efficient request processing, transparent expenditure tracking, and expand staff options for effective solutions in response to customer roadway concerns.

The Agreement would not exceed \$625,000, for the proposed term spanning five fiscal years (FY) 2025/2026 through 2029/2030, with the annual estimated budget of \$125,000. Services requested against the Agreement would not exceed the total available and approved maintenance budgets at the time of request. In no event would the cumulative amount of the purchase orders or direct payments issued against the Agreement exceed the total not-to-exceed amount established by the Agreement.

The amount of the proposed contract exceeds the City Manager’s signing authority. Pursuant to Menifee Municipal Code §3.12.060, any contract amount that exceeds the City Manager’s signing authority shall be approved by the City Council.

### **STRATEGIC PLAN OBJECTIVE**

Safe and Vibrant Community

### **FISCAL IMPACT**

The fiscal impact of the proposed agreement is not-to-exceed \$625,000 through the Agreement term of FY 2029/2030, contingent on budget availability per fiscal year. Funding for a portion of the proposed Agreement is included in the proposed FY 2025/2026 and 2026/2027 operating budget within the Gas Tax Fund and multiple Special District Funds that include road maintenance. Funding for future fiscal years 2027/2028, 2028/2029, and 2029/2030 would be budgeted accordingly.

**ATTACHMENTS**

1. Agreement