



Executive Director's
Report to the
Board of Harbor Commissioners

DATE: JANUARY 03, 2024

FROM: CONSTRUCTION AND MAINTENANCE

**SUBJECT: RESOLUTION NO. _____ - INCREASE EXPENDITURE
AUTHORITY FOR CONTRACT NO. 39960-24 TO GRAYBAR ELECTRIC
COMPANY, INC. FOR ELECTRICAL SUPPLIES**

SUMMARY:

Staff requests approval of Change No. 1 to Purchase Order No. 39960-24 with Graybar Electric Company, Inc. (Graybar), a New York corporation with an office in Diamond Bar, CA. The change will increase the annual contract authority from \$149,000 to \$298,000 per year. The Harbor Department utilizes this Purchase Order to acquire electrical supplies for both maintenance and construction projects throughout the Port of Los Angeles (Port). The requested increase is necessary to complete current and planned capital and maintenance projects.

Purchase Order No. 39960 was executed in March 2022 with a one-year term and two one-year renewal options. The first renewal option was exercised commencing on March 1, 2023. Under the proposed Change Order, the spending authority for the first and second renewal option periods will increase by \$298,000 in aggregate from \$298,000 currently to \$596,000 over two years. The Harbor Department will continue to be financially responsible for the payment of expenses incurred under the Purchase Order.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Approve Purchase Order Change No. 1 to Purchase Order No. 39960-24 with Graybar to increase the annual expenditure authority from \$149,000 to \$298,000 for the current contract period and from \$149,000 to \$298,000 for the second renewal option period;
3. Authorize the Executive Director to execute and the Board Secretary to attest to said purchase order change; and
4. Adopt Resolution No. _____.

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SUBJECT: INCREASE EXPENDITURE AUTHORITY FOR CONTRACT NO. 39960-24 TO GRAYBAR ELECTRIC COMPANY, INC.

DISCUSSION:

Background/Context – In recognition of the volume of low and high voltage electrical equipment and systems located throughout the Port, coupled with the on-going movement toward further equipment electrification to reduce air emissions and increase efficiencies, the Construction and Maintenance Division (C&M) will require this contract to purchase electrical parts, materials, tools, and Personal Protective Equipment (PPE) for any Port-wide needed repairs, refurbishment, and replacements.

Contract Requiring Increased Funding – During the contract's first renewal option period, contract expenditures have reached \$125,833 out of the \$149,000 authorized and additional funds in the amount of \$149,000 are needed for a total contract authority of \$298,000 to carry out CIP deferred maintenance projects. Three projects included in the FY 2023-2024 Capital Improvement Program (CIP) involve the purchase of electrical and lighting supplies. These projects are: POLA Electric Vehicle Charging Stations – Phase 1, Berth 100 Advanced Electrical Infrastructure Demonstration Project, and Berth 153 Clock Tower Renovations.

In addition, based on a review of current project schedules and anticipated projects, it is estimated that a total contract authority of \$596,000 will be needed for parts and materials during the two renewal option periods.

Purchase Order Change No. 1 (Transmittal 1) and Purchase Order No. 39960 (Transmittal 2) have been attached for review.

Purchase Order No. 39960 with Graybar is a cooperative purchasing ("piggyback") agreement based on Omnia Contract No. EV2370. The contract provides for the purchase of electrical supplies as may be required for both maintenance and construction projects throughout the Port.

ENVIRONMENTAL IMPACT:

The proposed action is the approval of Change Order No. 1 to Purchase Order No. 39960-24 with Graybar for electrical supplies, which is an administrative and maintenance activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

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SUBJECT: INCREASE EXPENDITURE AUTHORITY FOR CONTRACT NO. 39960-24 TO GRAYBAR ELECTRIC COMPANY, INC.

FINANCIAL IMPACT:

Approval of the proposed Purchase Order No. 39960-24 Change No. 1 will increase the annual contract authority from \$149,000 to \$298,000 per year for electrical supplies. The increase will be applicable to the first and second option periods for a total aggregate increase of \$298,000 and total not-to-exceed contract authority of \$596,000 for the two remaining contract years.

Fiscal Year (FY) 2023/24 funding in the amount of \$298,000 has been budgeted, and FY 2024/25 funding in the amount of \$298,000 will be requested to be budgeted within Account 55110 (Operating Materials & Supplies), Program 000 and the following cost centers:

Budget Source	Capital Improvement Program (Center 1900)	Operating Budget (Center 0510)	Totals
FY 23/24	\$210,000	\$88,000	\$298,000
FY 24/25	\$240,000	\$58,000	\$298,000
Total Amounts	\$450,000	\$146,000	\$596,000

Future fiscal year funds will be requested to be budgeted as part of the annual budget process pending Board Approval. If in any subsequent fiscal year, funds are not appropriated for work required under the Contract, the Contract shall be terminated. However, such termination shall not relieve the parties of liability for any obligation previously incurred.

DATE: DECEMBER 14, 2023

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CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved Purchase Order Change No. 1 for Contract No. 39960-24 as to form and legality.

TRANSMITTALS:

1. Purchase Order Change No. 1 for Contract No. 39960-24
2. Contract No. 39960

FIS Approval: MB

CA Approval: SO



TIM CLARK
Director of Port Construction and Maintenance

Michael DiBernardo
for
DINA ARYAN-ZAHLAN, P.E.
Deputy Executive Director
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APPROVED:

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