

# CITY OF PALM DESERT STAFF REPORT

MEETING DATE: December 11, 2025

PREPARED BY: Kevin Swartz, Project Manager

SUBJECT: AWARD A CONTRACT TO QUINN COMPANY FOR PREVENTATIVE MAINTENANCE OF THE CITY'S EMERGENCY GENERATORS (PROJECT NO. MEQ00005)

## **RECOMMENDATION:**

1. Award a one-year Maintenance Services Agreement to Quinn Company, dba Quinn Power Systems, of the City of Industry, California (referred to as "Quinn") for preventative maintenance of the City's emergency generators in the amount of \$87,795 pro-rated for the first year at \$43,897.50, with the option of four, one-year extensions.
2. Authorize additional as-needed repairs and service parts in an amount not-to-exceed \$75,000 pro-rated for the first year at \$37,500, with the option of four, one-year extensions.
3. Authorize the City Attorney to make necessary non-monetary changes to the agreement.
4. Authorize the City Manager to execute amendments and change orders and any documents necessary to effectuate the actions taken herewith.

## **BACKGROUND/ANALYSIS:**

The Public Works Department oversees the maintenance and operational readiness of eight emergency generators located throughout the City. These generators support essential City operations and ensure continuity of public services during power outages, natural disasters, and other emergency situations. The units are installed at key facilities, including City Hall, the Corporation Yard, Joslyn Center, and the three fire stations. These generators are critical for maintaining public safety and uninterrupted facility operations.

The generators under the City's maintenance program are listed below:

Facility	Location	Make	Model No.	Machine Serial No.
Corporation Yard	74705 42nd Ave	Katolite/John Deere	6125HF070L	053954
Corporation Yard	74705 42nd Ave	Caterpillar	3406	2WB04221
Corporation Yard	74705 42nd Ave	Caterpillar	D125GC	CATod125ht9700404
City Hall	73510 Fred Waring Dr	Caterpillar	3412	81Z12134
Joslyn Center	73750 Catalina Way	John Deere/KOHLER	180REOZJG	SGM32K9TH
Fire Station 33	44400 Town Center	Caterpillar	D100 - 8	CATOOOC44JCN601514
Fire Station 67	73200 Mesa View	Cummings	DGCA - 5753579	C060892393
Fire Station 71	73995 Country Club	Taylor	GR71036	731360H

The City administers a comprehensive preventative maintenance agreement. It is essential that a certified vendor maintains the generators rather than City facility staff. Certified vendors possess specialized training, manufacturer-approved tools, and technical expertise required to service these complex systems. This ensures that all maintenance and repairs comply with manufacturer specifications, regulatory requirements, and safety standards.

By administering a comprehensive preventative maintenance agreement, the City guarantees that each generator receives regularly scheduled service and as-needed repairs, keeping the units in peak operating condition and ensuring ongoing reliability during critical operations. Attempting maintenance by non-certified staff could compromise performance, void warranties, or create safety hazards.

SERVICE	FREQUENCY	SCOPE
PM Level 1 MultiPoint	Quarterly	Engine fluids, battery systems, belts, hoses, filters and electrical connections
PM Level 2	Annual	Routine scheduled maintenance
PM Level 5 Load Bank Test	Annual	Simulation of full electrical demand
PM Level 11 ATS Inspection	Annual	Verification of seamless transition between utility and generator power
Fuel Polishing	Annual	Removal of water, sediment and microbial contamination from diesel fuel

The agreement also includes annual provisions for repairs and emergency services that may arise throughout the year. This may include component replacements, leak detection and repair, electrical diagnostics, alternator or starter service, and emergency troubleshooting to ensure all units remain fully operational.

The preventative maintenance and repair services provided under this agreement are essential to ensure that each generator performs as expected during emergency events and supports the City’s continuity-of-operations objectives.

**Selection Process:**

To identify a qualified contractor for generator preventative maintenance and repair services, the City issued a Request for Proposals (RFP No. 2025-NIB-204) through OpenGov, the City’s public bidding portal. Three firms submitted proposals, which were evaluated using the criteria outlined in the RFP, including clarity and conformance, relevant experience, demonstrated performance, proposal quality, and references.

Vendor	Location	Rank	Annual Amount
Cummins Sales & Service	El Cajon, CA	1	\$43,161.72
Quinn Company	City of Industry, CA	2	\$87,795.00
MJ Service Industries, LLC	Yucaipa, CA	3	\$22,400.00

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While Cummins Sales & Service received the highest evaluation score and submitted competitive pricing, their legal team requested revisions to the City’s standard agreement, specifically related to insurance requirements and liability caps. Ultimately, the parties were unable to reach mutually acceptable contract terms. As a result, Cummins could not be recommended for award.

MJ Service Industries, LLC, submitted the lowest bid; however, during follow-up discussions, staff identified significant operational risks. The firm is solely operated by one individual, limiting its capacity to meet the City’s required response times for both routine maintenance and emergency repairs. Given the critical nature of maintaining uninterrupted generator reliability, staff concluded this proposal did not meet the City’s operational needs.

With the two firms unable to satisfy contractual or operational requirements, Quinn Company emerged as the most responsive and responsible proposer. Prior to 2017, the City’s generator preventative maintenance services were provided by Johnson Power Systems. In 2017, the company was acquired by Quinn Group, Inc., dba Quinn Company. Quinn has continued these services and has a long history of delivering reliable support to the City, consistently demonstrating strong performance, timely response, and the staffing and technical expertise necessary to meet emergency operational needs.

Their proposed pricing reflects the addition of new generators (Corporation Yard and Fire Stations 71 and 33) to the maintenance portfolio, increased parts and labor costs, and standard cost-of-living adjustments. Additionally on June 12, 2025, the City Council approved the purchase of the new generator for the Corporation Yard from Quinn Company, the exclusive authorized distributor in California for the generator type.

Accordingly, staff recommend awarding the preventative maintenance and repair services agreement to Quinn Company.

**Legal Review:**

This report has been reviewed by the City Attorney’s Office.

**FINANCIAL IMPACT:**

Funds have been included in the approved Fiscal Year 2025-26 Annual Budget under Public Works Operations in the amount of \$190,000 under various accounts for Generator Preventative Maintenance and Repairs. Year 1 of this agreement totals \$162,795, including extra services and repairs; therefore, there is no further fiscal impact to the General Fund. The table below lists the various accounts and funds available:

<i>Accounts</i>	<i>FY 2025/26 Budget</i>	<i>Contract Amount Year 1</i>	<i>Balance</i>
<i>1104330-4331000 - Corpyard</i>	\$50,000	\$32,298	
<i>1104340-4331000 - City Hall</i>	\$35,000	\$15,082	
<i>1104340-4331000 - Joslyn Ctr</i>	\$25,000	\$9,573	
<i>2304220-4331000 - Fire Station</i>	\$55,000	\$30,842	
<i>2424549-4331101-PDAC</i>	\$25,000	N/A	

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<i>Extra Services and Repairs</i>		\$37,500	
<i>Total</i>	<b>\$190,000</b>	<b>\$125,295</b>	<b>\$64,705</b>

Although the amounts listed are intended to cover the costs, actual distribution will vary based on actual use.  
Staff will continue to budget accordingly during the annual budget process to ensure adequate funding in future fiscal years.

**ATTACHMENTS:**

1. Maintenance Services Agreement
2. Payment and Performance Bonds
3. Proposal - Quinn