



CITY COUNCIL STAFF REPORT

ITEM NO. 6.11

DATE: October 13, 2025

TO: Honorable Mayor and City Council

FROM: Carl Brown, Public Works Director

SUBJECT: Resolution awarding and authorizing the execution of an agreement with Mission Critical Specialists, Inc. to replace the uninterruptible power supply at City Hall, Police Station, and Civic Center Library in an amount not-to-exceed \$300,000 for a one-year term ending October 31, 2026.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution awarding and authorizing execution of an agreement with Mission Critical Specialists, Inc. to replace the uninterruptible power supply at City Hall, Police Station, and Civic Center Library in an amount not-to-exceed \$300,000 for a one-year term ending October 31, 2026.

DECISION TYPE

Administrative

SUMMARY

On July 8, 2025, City staff issued a Request for Proposal to replace the uninterruptible power supply at City Hall, Police Station, and the Civic Center Library. The project is Capital Improvement Project BL 202125. One service provider responded. Staff have completed their review of the proposal received and is recommending Mission Critical Specialists, Inc.

DISCUSSION

The Maintenance Division of the Public Works Department is tasked with providing uninterruptible power supply (UPS) units to City Hall, the Police Department, and the Civic Center Library. The UPS utilizes a battery backup as a power source for important computer hardware components in the event power is lost. The current UPS system is more than 18 years old and beyond the useful life of the equipment. The City has an existing agreement for maintenance and repair of the current UPS with Mission Critical Specialists, Inc. which was the only company that submitted a proposal to the City.

The service provider selection process included an initial review of the proposals, reference checks, and interviews. The criteria used for evaluation included:

- The ability, capacity, and skill of the proposer to provide the required services;
- The character, integrity, reputation, judgment, and efficiency of the proposer; and,
- Ability of the proposer to provide services and materials in a timely manner.

Mission Critical Specialists, Inc. was the sole bid received and represents the best value bid as they have a history of reliability, responsiveness, and expertise to complete the scope of work.

Staff recommends the City accept the bid from Mission Critical Specialists, Inc. and initiate a new agreement beginning on November 1, 2025 through October 31, 2026.

FISCAL AND ADMINISTRATIVE IMPACTS

The cost of this contract is \$300,000 which is allocated in the Capital Improvement Project BL 202125 and fully funded in FY 2025-26.

COMMUNITY PILLARS

5: A City That Works

GOAL

14: Develop, operate, and maintain the City's infrastructure

ATTACHMENTS

1. [Resolution](#)
2. [Exhibit A - Agreement](#)

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Fiscal Review by:



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