

DATE: September 20, 2018

TO: BOARD OF PUBLIC UTILITIES

FROM: CHUCK MCBRIDE, CHIEF FINANCIAL OFFICER FINANCE
DEPARTMENT
KIMBERLY ZUNINO, DEPUTY DIRECTOR WATER
ADMINISTRATION WATER DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT FINANCE
DEPARTMENT

SUBJECT: TWO ONE-YEAR EXTENSIONS TO GENERAL SERVICE
AGREEMENTS FOR GROUND GREEN MATERIAL DELIVERY TO
THE LAGUNA TREATMENT PLANT COMPOST FACILITY

ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Water and Finance Departments that the Board of Public Utilities, by resolution, approve two one-year extensions to General Service Agreements (GSA) F001534 with Pacific Recycling Solutions, Inc., Ukiah CA, and GSA F001536 with Soiland Company, Cotati, CA for ground green waste delivery to the Laguna Treatment Plant Compost Facility, with no increase to unit price, in an amount equal to \$90,000 in each contract for a cumulative value not to exceed the total of \$180,000.

EXECUTIVE SUMMARY

On August 16, 2017, Request for Quotes (RFQ) 17-48, was solicited by the City for the purchase and delivery of ground green material. On October 26, 2017 the City Manager approved four GSAs, for each in an amount not to exceed \$90,000, but with the understanding that the total annual expenditure would not exceed \$90,000, which could be drawn in various amounts under the four contracts as resources were available. The GSAs are due to expire on October 31, 2018.

BACKGROUND

The City of Santa Rosa's Laguna Compost Facility produces a Class A Exceptional Quality Compost. The Compost Mix is comprised of treated Class B Biosolids from the Laguna Treatment Plant and Ground Green Material. These are mixed with wood chips that are recycled and re-used through the composting process.

The Compost Facility uses approximately 800 Cubic Yards of this material each week. Without the Ground Green Material, the composting of Biosolids would not be possible at this facility. Approximately 1/3 of all Biosolids produced at the Laguna Treatment Plant are

processed through the Composting Facility on an annual basis to produce a quality product for the City's customers.

ANALYSIS

The initial request to award agreements to four vendors under F001534 Pacific Recycling Solutions, F001536 Soiland Company, F001535 United Forest Products Inc, and F001537 Cold Creek Compost, was to provide availability of product when required. The priority to which vendors are contacted for orders is based on previous history of quality of material and availability. Pacific Recycling Solutions, Inc. is the primary vendor, with Soiland Company acting as backup should Pacific Recycling Solutions, Inc. not have sufficient available product. United Forest Products Inc .and Cold Creek Compost, Inc. have not been able to provide necessary product per minimum specifications. Therefore, these agreements will not be subject to further extension. The two remaining vendors are aware that there is no guarantee for orders placed and that all orders will be placed at the City's discretion, as needed. The contract increase shall not exceed \$90,000 for each contract for a one-year period. It is not expected, however, that more than a \$90,000 cumulative worth of green material will be necessary.

FISAL IMPACT

Funds for this operational expense have been appropriated in FY 2018-19 within the Water Department's operating budget, and as a regular operating expenditure, will be included in subsequent years' budget requests when presented to the City Council.

ENVIRONMENTAL IMPACT

Not Applicable. This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

Not Applicable

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

NOTIFICATION

Not Applicable

ATTACHMENTS

Attachment 1 – First Amendment to F001534

Attachment 2 – First Amendment to F001536

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