

CITY OF SANTA ROSA  
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES  
FROM: KIMBERLY ZUNINO, DEPUTY DIRECTOR, WATER  
DEPARTMENT  
CHUCK MCBRIDE, CHIEF FINANCIAL OFFICER, FINANCE  
DEPARTMENT  
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE  
DEPARTMENT  
SUBJECT: WAIVER OF COMPETITIVE PROCESS AND SOLE SOURCE  
AWARD FOR ULTRAVIOLET DISINFECTION SYSTEM PARTS  
AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

It is recommended by the Water and Finance Departments that the Board of Public Utilities, by resolution, waive the competitive process and award a sole source Blanket Purchase Order (BPO) for ultraviolet disinfection system parts to D. C. Frost Associates, Inc., Walnut Creek, California, in an amount not to exceed \$850,000.

---

EXECUTIVE SUMMARY

All replacement parts required to maintain the ultraviolet disinfection system at the Laguna Wastewater Treatment Plant are proprietary to Trojan Technologies, Inc. and are only available for purchase through Trojan's sole western United States distributor, D. C. Frost Associates, Inc.

BACKGROUND

In order for the Laguna Treatment Plant (LTP) to function, they must have a National Pollution Discharge Elimination System (NPDES) permit. To comply with the requirements of its NPDES permit, LTP must disinfect treated wastewater. On September 10, 1996, as a result of Request for Proposal 96-97-06, the City Council awarded contract No. 4957 to Trojan Technologies, Inc., London, Ontario, Canada pursuant to City Council Resolution No. 22834, for the purchase of an ultraviolet disinfection system for the Laguna Wastewater Treatment Plant.

Trojan Technologies has appointed D.C. Frost Associates, Inc. as its sole parts distributor for ultraviolet disinfection systems in the western United States. D. C. Frost Associates Inc. is the City's only source for Trojan Technologies UV disinfection system replacement parts. On October 18, 2018, the Board of Public Utilities approved a blanket purchase order (BPO) with a not to exceed amount of \$825,000 to D. C. Frost Associates, Inc, by Resolution No. 1179, in order to purchase parts for the UV disinfection system. Over the past seven fiscal years, the City has spent \$4,746,568.07 with D.C. Frost Associates Inc. to maintain the UV disinfection system.

#### PRIOR BOARD OF PUBLIC UTILITIES REVIEW

Not Applicable

#### ANALYSIS

The requested amount for the new BPO is based on the estimated parts usage from last fiscal year. All replacement parts required to maintain the ultraviolet disinfection system are proprietary to Trojan Technologies, Inc. and are only available for purchase through Trojan's sole western U.S. distributor, D. C. Frost Associates, Inc. D. C. Frost Associates, Inc. has submitted a fixed price proposal for the parts that are most commonly used for a period of one year through October 31, 2020. The balance of the parts listed will be priced out when needed for purchase. The proposal represents a 2.98% overall increase in costs over previous prices during the term of the BPO.

Ordering parts on a one-year term BPO with fixed pricing allows warehouse staff to order the most commonly used parts as needed, thus reducing the cycle time to restock inventory. Orders placed against the new BPO will cumulative not exceed \$850,000.

#### FISCAL IMPACT

Funds required for this operational expense have been appropriated in the fiscal year 2019-2020 adopted budget of the Water Department. As a regular ongoing operating need, funds for this type of expenditure will continue to be included annually in the proposed budget for the Water Department.

#### ENVIRONMENTAL IMPACT

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.

#### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

## ATTACHMENTS

- Attachment 1 – 2019-2020 Estimated Expenditures

## CONTACT

Kimberly Zunino, Deputy Director, Water Department, [kzunino@srcity.org](mailto:kzunino@srcity.org) 707-543-3960

Chuck McBride, Assistant City Manager/Chief Financial Officer, [cmcbride@srcity.org](mailto:cmcbride@srcity.org)  
707-543-3089

Terry Schimmel, Mechanical Superintendent, Water Department, [tschimmel@srcity.org](mailto:tschimmel@srcity.org),  
707-543-3479

Jama Giammona, Stores Specialist, Water Department, [jgiammona@srcity.org](mailto:jgiammona@srcity.org) 707-543-  
3411

Brandalyn Tramel, Purchasing Agent, Finance Department, [btramel@srcity.org](mailto:btramel@srcity.org), 707-543-  
3706