

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: CHAIR AND BOARD MEMBERS
FROM: SARA KOZEL, SUPERVISING ENGINEER, TRANSPORTATION
AND PUBLIC WORKS
JENNIFER MYLES, PURCHASING AGENT, FINANCE
SUBJECT: APPROVE ISSUANCE OF A PURCHASE ORDER FOR THE
PURCHASE OF FIVE (5) ELECTRICAL LOAD CENTER
SYSTEMS TO REXEL USA INCORPORATED, SANTA CLARA,
CA

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by Santa Rosa Water, Transportation and Public Works, and the Finance Department that the Board of Public Utilities, by Motion, approve issuance of a Purchase Order for the purchase of five (5) electrical load center systems to Rexel USA Incorporated, Santa Clara, CA for the amount of \$5,288,853.40, approve a 20% contingency, for a total amount of \$6,346,624.08.

EXECUTIVE SUMMARY

This motion will approve a Purchase Order Agreement with Rexel USA Incorporated for the purchase of five (5) electrical load center equipment for the Laguna Treatment Plant (LTP) Electrical Infrastructure Improvements Project, for a total authorized amount of \$6,346,624.08. This item relates to City Council Goal No.2 – Invest in the Development and Maintenance of the City's Infrastructure.

BACKGROUND

The LTP Power Master Plan from June 2006 was updated by Hazen and Sawyer in January 2023. A condition-based risk assessment of the electrical distribution system resulted in a prioritized list of major assets to be replaced. These improvements will enhance reliability and add redundancy to the electrical distribution system while minimizing costs to ratepayers and optimizing life cycle costs.

A request for proposals (RFP) was initiated for engineering design and engineering services during construction based on the recommendations of the LTP Power Master Plan to replace aging and deteriorated electrical infrastructure.

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The City of Santa Rosa issued RFP 25-47 for proposals for a supplier and manufacturer to provide five load centers to be installed as part of the Water Department's electrical infrastructure replacement project. The intent of award is to establish a purchase order for the purchase of these five systems, including an agreement to provide technical assistance during the finalization of design documents. The supplier will coordinate delivery to the installation contractor as awarded through a future public works bidding process. This is a goods and minor service purchase only.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

On March 21, 2024, the Board, by Motion, approved a Professional Services Agreement with Hazen and Sawyer to provide engineering design for the Laguna Treatment Plant Electrical Infrastructure Improvements Project, for a total authorized amount of \$2,552,847.

ANALYSIS

On June 10, 2025, the Purchasing Division of Finance issued RFP 25-47 for a selection of a supplier for the purchase of long lead time electrical equipment for the Laguna Treatment Plant Electrical Infrastructure Improvement Project. On July 22, 2025, the RFP closed and the City received two proposals in response to the subject RFP.

The proposal evaluation process, led by the City's Purchasing Agent, involved a panel of four City staff members, three from the Water Department and one City consultant. The evaluation panel conducted a thorough and structured review and evaluation, which included scoring written proposals and assessing vendor interviews.

Based on this comprehensive evaluation and assessment, Rexel USA, Inc. emerged as the top choice due to several key factors including:

- Demonstrated ability to provide model-specific design details
- Proposal was concise, well-organized and easy to follow
- Plan to store, maintain and deliver equipment
- Ease of operation and maintenance
- Equipment Warranty
- Qualifications of the proposed personnel
- Bid Price
- Ability to deliver proposed equipment on schedule
- References demonstrated professionalism, reliability and quality of service

The purchase agreement includes an extended 1-year warranty beyond standard and commissioning warranties and when combined brings the total warranty to three (3) years starting from shipment. The purchase agreement includes a limit of liability provision that limits Rexel USA, Inc's. liability under the agreement to the value of the

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contract. The purchase agreement also removes the City's standard term to obtain the consultant's entire insurance policy upon request. The vendor provided insurance certificates in compliance with the City's standard insurance terms.

FISCAL IMPACT

Funding for this project has been appropriated to JL key 86572. Funds for this Purchase Order were previously appropriated in the Water Department Regional Capital Improvement Program budget. Approval of this action does not have a fiscal impact on the General Fund.

ENVIRONMENTAL IMPACT

The proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), which excludes from the definition of a "project" the organizational or administrative activities of governments that do not result in direct or indirect physical changes in the environment. Approval of this item is limited to issuance of a purchase order for electrical load center equipment and associated minor technical services and does not approve construction, installation, or any physical modification of the Laguna Treatment Plant.

In addition, the proposed action is exempt from CEQA pursuant to CEQA Guidelines Section 15301 (Class 1 – Existing Facilities), as the equipment is intended for use within an existing public utility facility and does not involve an expansion of use or capacity. Any future installation or construction activities associated with the Laguna Treatment Plant Electrical Infrastructure Improvements Project will be subject to separate environmental review, as required.

Therefore, no further environmental review is required at this time.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Location Map
- Attachment 2- Rexel Complete Final Proposal

PRESENTER

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Greg Dwyer, Associate Civil Engineer, Transportation and Public Works