

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: PAUL LOWENTHAL, DIVISION CHIEF FIRE MARSHAL, FIRE
DEPARTMENT
SUBJECT: BID AWARD APPROVAL - MOBILE MODULAR BUILDING TO
MOBILE MODULAR MANAGEMENT CORPORATION

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Fire and Finance Departments that the Council, by resolution, approve issuance of a Purchase Order to Mobile Modular Management Corporation, Livermore, California for the purchase of one mobile modular building in the amount of \$132,271.50.

EXECUTIVE SUMMARY

The Purchasing Division of the Finance Department received a Purchase Request from the Santa Rosa Fire Department (SRFD) to purchase one mobile modular building for use at the Emergency Operations Center (EOC) located at the Utilities Field Office (UFO) location. The modular mobile building will serve as a support space for the EOC, and it is part of the overall EOC improvements that are funded through the "Fiscal Year 2022 Emergency Operations Center Grant Program" (the Grant).

BACKGROUND

In May 2022, California Office of Emergency Services (Cal OES), as a subrecipient of the U.S. Department of Homeland Security (DHS)/ Federal Emergency Management Agency (FEMA) issued the Grant "Notice of Funding Opportunity" with eligible allocations, with the City of Santa Rosa being listed among them. The program priorities include equipping, upgrading, and constructing an emergency operations center.

On August 22, 2023, Council approved an application for the Grant, for retrofitting and upgrading the designated City facility as an EOC in the amount of \$1,333,333 and committed to a 25% match and appropriated \$333,334 the matching funds. On May 1, 2025, Invitation for Bid 25-37 was issued, but was canceled due to the need for revisions to the specification requirements, and inclusion of Federalized compliance documents.

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On June 11, 2025, Invitation for Bid 25-50 was issued.

One July 16, 2024, Notice of Intent to Award Bid 25-50 was issued.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The City of Santa Rosa issued an Invitation for Bid 25-50 for the purchase of one mobile modular building, on June 11, 2025. On July 2, 2025, the bid closed. Of the 22 prospective bidders, three (3) bid responses were received. One (1) bid was deemed non-responsive to the solicitation.

The following is a table of responsive bid results:

Vendor	Bid Amount
Mobile Modular Management Corp Livermore, CA	\$132,271.50
AMEG Enterprises LLC El Dorado Hills, CA	\$155,871.00

This solicitation included Federal compliance documents to meet the grant funding requirements.

Under City Code 3-08.110(A) - Award Authority for this procurement shall awarded by the City Council.

FISCAL IMPACT

The City provided \$333,334 for this project to meet the requirement of matching funds being 25% of total project cost. These funds were previously appropriated from General Fund reserves and budgeted in Project Key 05118, along with the grant funds.

ENVIRONMENTAL IMPACT

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303 (Class 3 – New Construction or Conversion of Small Structures).

Class 3 exemptions apply to the construction and location of limited numbers of new, small facilities or structures, including temporary or modular buildings used to support public agency functions. The purchase and installation of one modular building is a

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minor structure with no potential for significant environmental impact, and no unusual circumstances are present that would disqualify this project from the exemption. Therefore, no further environmental review is required under CEQA.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A - Bid Response

PRESENTERS

Paul Lowenthal, Division Chief Fire Marshal
Neil Bregman, Emergency Preparedness Manager
Jennifer Myles, Purchasing Agent