

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: MEGAN BASINGER, DIRECTOR OF HOUSING AND  
COMMUNITY SERVICES  
SUBJECT: APPROVAL – SECOND AMENDMENT TO BLANKET PURCHASE  
ORDER 169396 TO EXTEND THE TERM ONE-YEAR AND  
INCREASE COMPENSATION WITH SCP DISTRIBUTORS LLC  
DBA LINCOLN AQUATICS

AGENDA ACTION: MOTION

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RECOMMENDATION

The Housing and Community Services Department and the Purchasing Division of the Finance Department recommend that the Council, by motion, approve the Second Amendment to Blanket Purchase Order (BPO) 169396 with SCP Distributors LLC dba Lincoln Aquatics, Concord, California, to extend the term one year and increase compensation in the amount of \$88,000, for a total contract not to exceed \$264,033.66 and authorize the Purchasing Agent to execute the Amendment. This item has no impact on current fiscal year budget.

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EXECUTIVE SUMMARY

Liquid chlorine is used to balance the water chemistry needed for the safe operation of the two City commercial pools. The Second Amendment will extend the term by one year, with no increase in unit cost, and add compensation in the amount of \$88,000.

GOAL

This item relates to Council Goal #1 - Achieve and Maintain Budgeting Excellence and Fiscal Stability and aligns with our department goal of serving our community with recreation programming.

BACKGROUND/PRIOR COUNCIL REVIEW

On March 17, 2023, Invitation for Bids (IFB) 23-22 for liquid chlorine was opened by the Purchasing Division of the Finance Department.

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On May 9, 2023, the City Council approved the issuance of a two-year BPO with three (3) one-year extension options for the purchase of liquid chlorine to SCP Distributors LLC dba Lincoln Aquatics, in the amount of \$88,033.66.

On May 7, 2025, the Assistant City Manager approved the First Amendment to BPO 169396 to extend the term one year and increase compensation in the amount of \$88,000.

ANALYSIS

- BPO 169396 expires on May 26, 2026, and has two (2) one-year extension options remaining.
- SCP Distributors LLC dba Lincoln Aquatics has agreed to a one-year extension with no increase in unit cost.

FISCAL IMPACT

Funds for this expense have been appropriated in the Fiscal Year 2025-2026 budget as a regular operating expenditure and will be included in subsequent years' budget requests.

ENVIRONMENTAL IMPACT

The proposed action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (Existing Facilities), as it involves the continued operation and maintenance of existing public recreational facilities with no expansion of use.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable

ATTACHMENTS

Not applicable.

PRESENTER(S)

Jeff Tibbetts, Deputy Director of Recreation