

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: CHAIR AND BOARD MEMBERS
FROM: ROBERT C. WILSON LABORATORY SUPERVISOR
SUBJECT: WAIVER OF COMPETITIVE BIDDING PROCESS AND SOLE
SOURCE OF PROFESSIONAL SERVICES AGREEMENT WITH
VITISYSTEMS, INC. DBA CALTEST ANALYTICAL LABORATORY
FOR ANALYTICAL SERVICES

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by Santa Rosa Water that the Board of Public Utilities, by motion, waive competitive bidding and authorize the award of a sole source Professional Services Agreement with Vitisystems, Inc. DBA Caltest Analytical Laboratory for analytical services in an amount not to exceed \$250,000.

EXECUTIVE SUMMARY

The Laguna Environmental Laboratory (LEL) may need support from third party laboratories to handle increased workload, meet tight project deadlines, or access specialized testing capabilities that are not available in the LEL. This contract can be crucial when the LEL faces capacity limitations due to staff shortages, equipment constraints, or an unexpected surge in sample volume. Additionally, contracting with outside labs provide expertise in niche or highly technical analyses that require advanced instrumentation or methodologies not available at the LEL, ensuring that the LEL can maintain high standards of quality and compliance without delays.

BACKGROUND

The LEL supports the Water Department in ensuring compliance with analytical regulatory requirements for various environmental media, including potable water, wastewater, and solid waste streams. These testing services are crucial in ensuring public health, environmental protection, and adherence to federal, state, and local regulations.

The LEL's testing scope covers a wide range of parameters that assess the quality and safety of water and waste streams, including the analysis of chemical contaminants and microbial pathogens. These tests are essential for the Water Department to monitor and

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manage water quality, wastewater treatment, and biosolid reuse practices. As part of its service offerings, LEL faces certain challenges that may affect the availability and timeliness of test results. One key challenge arises from fluctuations in the number of samples handled per month. During peak periods, there may be increased demand for testing, placing strain on laboratory resources, staff, and equipment.

Another limitation is the scope of LEL's testing capabilities within the framework of the California Environmental Laboratory Accreditation Program (ELAP). ELAP is the regulatory body that ensures laboratories meet certain quality standards in California. While LEL may be accredited for a broad range of tests within the scope of the program, there are certain specialized or emerging tests that fall outside LEL's current ELAP accreditation. This could be due to analytical techniques for contaminants of emerging concern, evolving environmental regulations, or highly specific parameters that require additional certifications or methodologies beyond LEL's current scope. These limitations could potentially impact LEL's ability to always offer a comprehensive testing suite or may require referral to third-party laboratories that hold the necessary ELAP certifications for specialized analyses.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

Not applicable.

ANALYSIS

Establishing a professional services agreement for Analytical services can serve as part of a broader strategic partnership for supporting the analytical needs of the Water Department. Environmental laboratories often form networks with other labs to complement each other's capabilities and expand the range of services they can offer clients. These partnerships provide a one-stop solution for LEL clients as water department staff would bring samples to LEL and laboratory staff would work with our analytical partners to meet the project needs.

The LEL currently maintains contracts with all available local laboratories that can meet the City's testing requirements. Some of these tests have short hold times, which is the time it takes from sample gathering to starting analysis, thus must be analyzed locally. In addition, local laboratories must have a breadth of sampling to meet the needs of the various regulatory requirements. Caltest Analytical Laboratory was established in 1974 and maintains an analytical testing laboratory in Napa, CA. They are required to meet the same analytical quality programs as LEL and follow methods as established by the US Environmental Protection Agency and Standard Methods of the Examination of Water and Wastewater. Establishing a professional services agreement with Caltest Analytical Laboratory allows LEL to enhance our analytical capabilities, manage costs, and maintain high service standards, all while staying compliant with regulatory needs. Consequently, this proposed professional service agreement fits within the

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circumstances under which waiving competitive bidding provisions is appropriate. (City Code, § 3-08.100. subd.(D).)

FISCAL IMPACT

Funds for this expense are included in the Water Department adopted budget for fiscal year 2024/25 and will be included in Water Department budgets for future fiscal years.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the proposed action is not a “project” subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the proposed action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the project may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Professional Services Agreement with Vitisystems, Inc. DBA Caltest Analytical Laboratory

PRESENTER

Robert C. Wilson, Laboratory Supervisor