

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: CHUCK MCBRIDE, CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: FIRST AMENDMENT TO GENERAL SERVICES AGREEMENT
WITH NICK BARBIERI TRUCKING, LLC DBA REDWOOD COAST
FUELS

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the First Amendment to General Services Agreement Number F001818 with Nick Barbieri Trucking, LLC dba Redwood Coast Fuels, Ukiah, California for the purchase and delivery of fuels to various locations throughout the City via bobtail truck and to increase compensation by \$200,000, for a total amount not to exceed \$295,000.

EXECUTIVE SUMMARY

The City has an ongoing need for regular bobtail fuel deliveries to various fire stations, Laguna Compost Facility and Brown Farm. The current Agreement requires the addition of funds as the original estimated funding amount has been exhausted.

BACKGROUND

On September 5, 2018, Invitation for Bid (IFB) 18-102, was opened by the Purchasing Agent on PlanetBids to solicit the purchase of fuels and their subsequent delivery at the various locations described within the bid. Bid documents with all terms, conditions and work specifications were subject to review by the Finance Internal Audit Unit in advance to the opening of the solicitation, and were found to be suitable, containing improved fuels management practices to be provided by the Vendor. On November 1, 2018, City Manager approved Agreement F001818 for an initial two-year term and estimated compensation not to exceed \$95,000. This Agreement allowed (3) three, one-year renewal options under future amendments following satisfactory performance of services.

PRIOR CITY COUNCIL REVIEW

N/A

ANALYSIS

General Services Agreement Number F001818 was approved at an estimated funding level of \$95,000 which met historical annual spend levels for these services. Due to the flexibility of fuel needs, increasing the compensation allows for orders and delivery as needed. As fuel requirements are difficult to forecast, based on the current spend exceeding \$95,000 in a 9 month period, the \$200,000 should be sufficient to carry the agreement through term of October 31, 2020. There are no changes to the original contract pricing or scope of work.

Under the City's Code Purchasing Policy 3-08.110 (A) Award Authority, the First Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense are included in Fiscal Year 2019-20 and will be included in the subsequent Fiscal Years as a normal operating expense when presented to the City Council.

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 foreseeable indirect physical change in the environment pursuant to CEQA guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A - First Amendment to General Services Agreement Number F001818

CONTACT

Brandalyn Tramel, Purchasing Agent, Finance Department, 707-543-3706,
btramel@srcity.org
Chuck McBride, Chief Financial Officer, Finance Department, 707-543-3089,
cmcbride@srcity.org