

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL

FROM: TONY GOSSNER, FIRE CHIEF
JIM AREND, ADMINISTRATIVE SERVICES OFFICER
FIRE DEPARTMENT

SUBJECT: COUNCIL RATIFICATION OF A BLANKET PURCHASE ORDER
WITH HOTEL LA ROSE, INC. TO PROVIDE EMERGENCY
ROOMS FOR FIRST RESPONDERS WHO NEED TO
QUARANTINE DUE TO POTENTIAL EXPOSURE TO COVID-19
FROM 3/23/2020 THROUGH 5/22/2020

AGENDA ACTION: RATIFY BLANKET PURCHASE ORDER

RECOMMENDATION

It is recommended by the Finance and Fire Departments that the Council, by resolution, ratify the amendment to the Blanket Purchase Order approved by the City Manager under emergency authority, with Hotel La Rose, Inc. of Healdsburg, CA, in a total amount not to exceed \$197,668.40 to provide emergency hotel rooms in Santa Rosa for first responders who may need to quarantine due to potential exposure to COVID-19 from March 23, 2020 through May 22, 2020.

EXECUTIVE SUMMARY

The amended Blanket Purchase Order (BPO) is necessary to provide first responders a safe location to quarantine themselves in the event they become exposed to COVID-19 while performing their public safety duties. 19 single-use rooms have been set aside in an isolated location of Hotel La Rose to house potentially exposed first responders. The rooms are available to both Fire and Police personnel who do not want to expose their families to COVID-19 while they are under quarantine.

BACKGROUND

A BPO was issued on 3/21/20, in an amount not to exceed \$95,000. This first BPO was for 30 days from 3/23/20 through 4/22/20. The City negotiated a discounted "non-occupied" rate of \$79 for holding unoccupied rooms and a government rate of \$158 once the rooms were occupied. On 4/15/20, the City and Hotel La Rose, Inc. agreed to amend the BPO for an additional 30 days from 4/23/20 through 5/22/20 for a total

FIRE DEPARTMENT HOTEL LA ROSE BLANKET PURCHASE ORDER
PAGE 2 OF 3

amount not to exceed \$102,668.40 and a total BPO amount not to exceed \$197,668.40, which represents the potential amount for the City if all rooms are occupied through the remainder of the term. To this point, the rooms have not been fully occupied.

PRIOR CITY COUNCIL REVIEW

No prior City Council review.

ANALYSIS

Hotel La Rose was chosen due to its central location downtown and the ability to quarantine the rooms in an isolated area away from other guests in the hotel.

In light of the current emergency operations, the City Manager relied on his authority pursuant to City Code section 3-08.110(A) to approve the initial BPO in an amount not to exceed \$95,000.

Based on the importance early on of identifying a safe location for first responders to quarantine themselves in the event they become exposed to COVID-19, the City Manager approved an amendment to the purchase order on April 15, 2020 increasing compensation by \$102,668.40 and extending the term, under his authority to take action pursuant to City Code section 2-24.050(A)(6)(b), which provides in relevant part that, in the event of the proclamation of a local emergency, the City Manager, acting as Director of Emergency Services, is empowered to “obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair market value thereof, and, if required, to immediately commandeer the same for public use.”

The County of Sonoma confirmed two presumptive cases of COVID-19 in Sonoma County on March 2, 2020. The same day, the City Manager proclaimed the existence of a local emergency in his capacity as Director of Emergency Services. The Council took action to ratify the proclamation on March 3, 2020, pursuant to City Code section 2-24.050. Due to the City’s vital need to provide a safe location for first responders to quarantine themselves in the event they become exposed to COVID-19 while performing their public safety duties and the fair market value price the City obtained for the rooms, the City Manager used his authority under City Code section 2-24.050(A)(6)(b) for issuance of the amendment to the BPO on April 15, 2020. In an abundance of caution and to avoid any possible concern about the purchase of the necessary accommodations, staff requests Council ratification of the amendment to the BPO as provided herein.

The City Manager delegated his authority for to the City Purchasing Agent to execute this blanket purchase order and the first amendment thereto.

FISCAL IMPACT

If the City occupied all rooms beginning 4/23/20, maximum additional charges would be not to exceed \$90,600, plus applicable 14% room tax occupancy. Currently, rooms are being held at the unoccupied rate for a current spend of \$23,956, as reported in the City's financial system.

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 reasonably 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

None.

CONTACT

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