

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, INTERIM CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
AUTHOR, AMY CARTER, BUYER, FINANCE
SUBJECT: THIRD AMENDMENT TO GENERAL SERVICES AGREEMENT
F001613 WITH STROUPE PETROLEUM MAINTENANCE, INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that Council, by resolution, 1) approve the Third Amendment to General Services Agreement Number F001613 with Stroupe Petroleum Maintenance, Inc., Santa Rosa, California for fuel station testing, inspection, maintenance and repair for an additional one-year term and increase compensation by \$120,000, for a total amount not to exceed \$340,000; and 2) ratify the Second Amendment to Agreement Number F001613, which increased compensation by \$90,000 for a total not-to-exceed amount of \$220,000.

EXECUTIVE SUMMARY

The City of Santa Rosa has various locations that require fuel station testing, inspection, maintenance and repair services

BACKGROUND

On December 17, 2017, the City Manager approved General Services Agreement (GSA) F001613 for fuel station testing, inspection, maintenance and repair for a one-year term with four (4) additional one-year extension options in the amount of \$90,000 to Stroupe Petroleum Maintenance, Inc., Santa Rosa, California. On November 15, 2018, the Purchasing Agent approved the First Amendment to GSA F001613 for a one-year extension and increase in compensation in the amount of \$40,000. On December 4, 2019, the City Manager approved the Second Amendment to GSA F001613 for a one-year extension and increase in compensation in the amount of \$90,000. The Third Amendment is to extend the term of the Agreement and increase compensation.

The City of Santa Rosa has various locations that require fuel station testing, inspection, maintenance and repair services for both above ground and below ground tanks. This includes the scheduling of testing with the Santa Rosa Fire Department, pulling all applicable permits, submitting proposals for repairs, submitting monthly designated operator reports and annual monitoring certificates.

The contractor provides to the City, all qualified labor, equipment, and transportation necessary for fuel station testing, inspection, maintenance and repair services and continues to provide satisfactory services.

PRIOR CITY COUNCIL REVIEW

Not Applicable.

ANALYSIS

Stroupe Petroleum Maintenance, Inc., has agreed to extend the current Agreement with an increase in prevailing wage rates only, for an additional one-year period.

With approval of the Third Amendment that increases the not-to-exceed amount by \$90,000 and the cumulative not-to-exceed amount of GSA Number F001840 to \$340,000. Under the City's Contract/Purchase Order Modification Policy III-9, the Third Amendment requires approval by the City Council.

In addition to approving the Third Amendment to F001840, staff also requests that the Council ratify the Second Amendment (dated December 4, 2019) to Agreement Number F001613, which increased compensation by \$90,000 for a total not-to-exceed amount of \$220,000. Prior interpretation of the City Code and purchasing policies allowed for staff-level approval of the Second Amendment; however, staff requests Council's ratification of the Second Amendment at this time because Council approval would have been a more consistent interpretation of the award authority for the City Manager (\$100,000) and Purchasing Agent (\$50,000) established in section 3.08-110 of the City Code and other related City purchasing policies.

FISCAL IMPACT

Funds for this expense have been allocated in the Fiscal Year 2020-21 budget within the various Department's operating budget, and as a regular operating expenditure and will be included in subsequent years' budget requests when presented to the City Council.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in

that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

The proposal is further exempt from CEQA under section 15301 in that it may result in the regular repair or maintenance of existing facilities.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

NOTIFICATION

Not Applicable

ATTACHMENTS

- Resolution/Exhibit A – Third Amendment

CONTACT

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