

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER,  
FINANCE DEPARTMENT  
VALERIE SHATTO, BUYER, FINANCE DEPARTMENT  
SUBJECT: MULTIPLE PURCHASE ORDERS AWARD – REPLACEMENT  
PUMPS FOR WATER DEPARTMENT

AGENDA ACTION: MOTION APPROVAL

---

RECOMMENDATION

It is recommended by the Finance, Transportation & Public Works (TPW), and Water Departments that the Council, by motion, approve two purchase orders for pumps to Thomas and Associates, Novato, California, in the total amount not to exceed \$314,379.08.

---

EXECUTIVE SUMMARY

The Water Department needs to replace aging equipment that is at the end of its useful lifespan. The Fleet Management Section of the City's TPW Department is responsible for the management and replacement of City equipment in the replacement fund. The skid-mounted pump will be mounted on an existing City trailer and is used at a pump lift station for emergency standby and bypass of sewage through the lift station. The trailer-mounted pumps are used by the Reclamation Section of the Water Department on various City-owned and private farms that use treated wastewater for irrigation. The purchase of these pumps includes a trailer for each pump so the pumps can be moved from farm to farm over City roads.

BACKGROUND

On June 15, 2016, Request For Quotes (RFQ) 16-29, solicited by the City of Santa Rosa for a single skid-mounted pump was opened by the City Buyer. The RFQ provided specifications for the replacement of a current sewage pump that is used by the Local Operations Division of the Water Department.

On August 4, 2016, Invitation For Bids (IFB) 16-33, solicited by the City of Santa Rosa for three (3) trailer-mounted pumps was opened by the City Buyer. The IFB provided specifications for the replacement of three portable pumps with trailers currently in use by the Subregional Division of the Water Department, located at the Laguna Treatment Plant.

## PO AWARD – PUMPS

PAGE 2 OF 3

Both solicitations also included a not-to-exceed limit of 8 hours of training on the pumps, to be performed by the vendor with City Water staff.

### PRIOR CITY COUNCIL REVIEW

Not Applicable.

### ANALYSIS

Water and TPW staff reviewed the bid submissions for each of the bids. The review of the bid proposal documents compared the requirements to the proposed technical aspects of the item(s), which also included exceptions to the requirements as specified by each vendor.

For RFQ 16-29, of the sixty-nine prospective bidders on the Planet Bids list, three responses were received and one response was considered responsive and responsible to the bid requirements. City staff reviewed the three responses received and determined the exceptions to the specifications on the two lowest responses would not meet the criteria needed to fulfill the requirements for the pump, and therefore two responses were deemed non-responsive to the bid. The proposed purchase order award amount is \$105,037.90.

For IFB 16-33, of the seventy-three prospective bidders on the Planet Bids list, three responses were received and one response was considered responsive and responsible to the bid requirements. After review of each proposal by City staff, exceptions to the specifications on the two lowest responses were determined to not meet the criteria needed to fulfill the requirements for the pumps and trailers, and thus two responses were deemed non-responsive to the bid. The proposed purchase order award amount is \$209,341.18.

Purchase Orders (POs) will follow the Purchasing procedures and requirements as specified in the standard City of Santa Rosa Purchase Order Terms and Conditions, which are sent with each PO issued.

### FISCAL IMPACT

Funds for this one-time expenditure are included in the Fiscal Year 2016-17 adopted budget for the Transportation & Public Works Department.

### 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

- Attachment 1 – City of Santa Rosa Purchase Order Terms and Conditions

CONTACT

Deborah Lauchner, Chief Financial Officer – Finance, 707-543-3089,  
[dlauchner@srcity.org](mailto:dlauchner@srcity.org)

Valerie Shatto, Buyer – Finance, 707-543-3709, [vshatto@srcity.org](mailto:vshatto@srcity.org)