

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES
FROM: KATHY HERMAN, ACTING LAB SUPERVISOR
SANTA ROSA WATER
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: PURCHASE ORDER AWARD - LAB EQUIPMENT FOR LAGUNA
TREATMENT PLANT

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance and Water Departments that the Board, by resolution, approve issuance of a purchase order for lab equipment with Agilent Technologies, Inc., Wilmington, Delaware, for a total amount not to exceed \$173,246.65.

EXECUTIVE SUMMARY

To meet regulatory requirements, the Water Department has a need to conduct State-certified environmental lab analyses. This includes analyzing water and solid materials for organic compounds, like benzene. These analyses are run on Gas Chromatograph and Mass Spectrophotometer (GC/MS) instruments which must be maintained in good working condition to meet the strict testing standards. This purchase request would allow Santa Rosa Water to purchase a new GC/MS from Agilent.

BACKGROUND

The Water Department's Laguna Environmental Laboratory (Lab) provides lab testing services and as a function of those services has a need to maintain instruments to insure, they meet strict testing requirements. The current instrument that is used to analyze organic compounds is beyond its typical service life and this new instrument will allow the Lab to continue to provide organic analyses for drinking water, wastewater and environmental services.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

Not applicable.

ANALYSIS

On, April 7, 2020, Purchasing opened bids received in response to its Invitation for Bids (IFB) 20-21 for equipment for the Lab. Of the eight (8) prospective bidders, one (1) response was received and is considered responsive and responsible to the IFB requirements and is listed below:

| Vendor | Location |
|----------------------------|----------------------|
| Agilent Technologies, Inc. | Wilmington, Delaware |

Staff recommends moving forward with only one responsive bid because the manufacturer, Agilent, is the one bidder and can offer the lowest price compared to other sellers that would need to purchase the instrument from Agilent, then apply their markup.

FISCAL IMPACT

Funding for this expense is included in the Water Department Fiscal Year 2019-20 adopted budget.

ENVIRONMENTAL IMPACT

This action is categorically exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15301, Existing Facilities. Specifically, the action would facilitate the repair, maintenance and minor alteration of an existing public facility involving no expansion of use.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

On May 15, 2020, the Board of Public Utilities Contract Review Subcommittee recommended that the Board of Public Utilities approve the purchase order.

ATTACHMENTS

- Attachment 1 - Proposal

CONTACT

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