

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES

FROM: ROBERT C. WILSON, LABORATORY SUPERVISOR
WATER DEPARTMENT

SUBJECT: WAIVER OF COMPETITIVE PROCESS AND GENERAL
SERVICES AGREEMENT AWARD – ADVANCED
INSTRUMENTATION SERVICE FOR THE LAGUNA
ENVIRONMENTAL LABORATORY

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Water Department and the Contract Review Subcommittee that the Board of Public Utilities, by resolution, approve a waiver of competitive bid and issuance of a General Services Agreement to provide maintenance services on lab equipment for the Laguna Environmental Laboratory with Full Spectrum Group, LLC, Pleasanton, CA, for a five-year period with a total agreement amount not to exceed \$251,011.96.

EXECUTIVE SUMMARY

To meet Federal and State regulatory requirements, the Water Department must sample drinking water, influent and effluent wastewater, and biosolids for parameters established by Division of Drinking Water, the National Pollutant Discharge Elimination System (NPDES) Waste Discharge Requirements and the Environmental Protection Agency (EPA) requirements for the reuse of Biosolids. To meet these requirements the Laguna Environmental Laboratory (Laboratory) performs analyses on drinking water, wastewater, and solid waste streams. The equipment utilized for this analysis requires preventive maintenance and upkeep. While Laboratory staff performs minor and moderate maintenance, some of the more advanced maintenance requirements are better performed by third party contractors that have the specialized tools and experience.

BACKGROUND

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The Water Department's Laboratory provides testing services to meet established regulatory requirements for potable water, wastewater, and solid waste streams. As a function of those services the Laboratory has a need to invest in instrumentation that meets strict testing requirements as required by permit. Maintenance of this equipment has kept the existing equipment operating within tight regulatory requirements well into the end of the service life. As the Laboratory invests in new equipment, maintaining a service agreement for maintenance of existing equipment is paramount in keeping the new instrumentation operating and to protect the large capital investment in the equipment.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

None.

ANALYSIS

Full Spectrum Group, LLC. is a local instrumentation service provider and they are the only provider that can provide maintenance on the varied instrumentation found in Santa Rosa with quick response times and will send industry accredited staff to provide the service on site. Use of other service providers would require multiple contracts and would involve risks associated with shipping equipment, increasing equipment down time and the risk of damage in transit. Full Spectrum has experience with a variety of laboratories including governmental, environmental, biotech, petroleum, and health care. They also are the only service provider that can provide on-site emergency repair within 48 hours.

While Full Spectrum Group, LLC has accepted most of the City's standard terms and conditions, due to the nature of the equipment and the services provided, City staff agreed to proposed language that limits Full Spectrum Group's liability to the repair and replacement of parts provided. Full Spectrum Group, LLC will not be responsible for incidental, indirect, consequential, or special damages.

FISCAL IMPACT

Funding for this expense is included in the Water Department Fiscal Year 2021-22 adopted budget.

ENVIRONMENTAL IMPACT

This project is exempt from the California Environmental Quality Act (CEQA) in that it qualifies for a Class 1 exemption, Existing Facilities, pursuant to CEQA Guidelines Section 15301. Specifically, the proposed action would result in the purchase of services to maintain existing lab equipment for the Laguna Environmental Laboratory, allowing the continued operation of an existing public facility to maintain public health and safety and involving negligible or no expansion of use. The project is also covered

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by the common sense exemption in CEQA Guidelines Section 15061(b)(3) because there is no possibility that the project may have a significant impact on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

The Board of Public Utilities Contract Review Subcommittee voted unanimously on August 16, 2021, to recommend full Board approval for the waiver of competitive bid and issuance of a general services agreement for advanced instrumentation service for the Laguna Environmental Laboratory pursuant to a five-year contract for a total amount not to exceed \$251,011.96.

ATTACHMENTS

- Attachment 1 – Proposal
- Attachment 2 - Waiver of Competitive Bid

CONTACT

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