

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JENNIFER MYLES, ACTING PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: APPROVAL OF FIRST AMENDMENT TO GENERAL SERVICES
AGREEMENT NUMBER F002577 TO INCREASE
COMPENSATION WITH STROUPE PETROLEUM
MAINTENANCE, INC.

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve the First Amendment to General Services Agreement Number F002577 for fuel station testing, inspection, maintenance, and repair services to increase compensation with Stroupe Petroleum Maintenance, Inc., Santa Rosa, California, in the amount of \$50,000, for a total cumulative amount not to exceed \$145,000.

EXECUTIVE SUMMARY

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.

BACKGROUND

On February 6, 2023, the City Manager approved General Services Agreement Number F002577 with Stroupe Petroleum Maintenance, Inc., in the amount of \$95,000 for a one-year term with four (4) one-year renewal options.

On October 17, 2023, the Purchasing Agent, by extension letter, approved extending the term for one year.

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.

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The contractor provides all qualified labor, equipment, and transportation necessary to perform fuel station testing, inspection, maintenance, and repair services.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

Funds on the current contract are running low due to multiple station service and repairs. Funds are estimates only based on amount used from the previous year. The contract will run out of funds before the contract expires on February 6, 2025.

Under the City's Purchasing Policy, City Code 3-08-110(A) Award Authority, this modification requires approval by the City Council.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2024-25 adopted budget within various Departments, and as a regular expenditure, will be included in subsequent years' budget requests when presented to the City Council.

ENVIRONMENTAL IMPACT

This amendment is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines 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 no further environmental review is required. However, the future repair and maintenance work qualifies for the CEQA exemption under Class 1, Section 15301 because it involves repair, maintenance, and minor alteration to existing structures.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A (First Amendment)

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PRESENTER

Jennifer Myles, Acting Purchasing Agent, Finance