

CITY OF SANTA ROSA  
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES  
FROM: JENNIFER MYLES, SENIOR BUYER, FINANCE DEPARTMENT  
SUBJECT: APPROVAL OF FOURTH AMENDMENT TO BLANKET  
PURCHASE ORDER 164874 – ONE YEAR EXTENSION, PRICE  
INCREASE, AND INCREASE COMPENSATION FOR SODIUM  
HYPOCHLORITE SUPPLY

AGENDA ACTION: MOTION

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RECOMMENDATION

It is recommended by Santa Rosa Water and the Finance Department that the Board of Public Utilities, by motion, approve a fourth amendment to Blanket Purchase Order (BPO) 164874 for sodium hypochlorite supply with Olin Corporation dba Olin Chlor Alkali Products, Tracy, California, to extend for a one-year period with no increase in unit price, and increase in compensation in the amount of \$840,000, for a total amount not to exceed \$2,495,000, and grant authority to the Purchasing Agent to approve any increases upon six month review, up to a maximum 10% with no additional funds required.

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EXECUTIVE SUMMARY

The Purchasing Division of the Finance Department received a request to extend Blanket Purchase Order 164874 for an additional one-year period. The current Blanket Purchase Order term will expire on July 31, 2024.

BACKGROUND

On July 15, 2021, the Board of Public Utilities approved Invitation for Bids 20-21 bid award and issuance of a one-year Blanket Purchase Order with four one-year renewal options for sodium hypochlorite supply to Olin Corporation dba Olin Chlor Alkali Products, Tracy, California.

Sodium hypochlorite is used at the Laguna Wastewater Treatment Plant, Pump Stations and Farmers Lane Well Treatment Facility as a disinfecting agent for water pursuant to the requirements of the State's Regional Water Quality Control Board. Deliveries will be in bulk form by tanker truck at each location.

APPROVAL OF FOURTH AMENDMENT TO BLANKET PURCHASE ORDER 164874 –  
ONE YEAR EXTENSION AND INCREASE COMPENSATION FOR SODIUM  
HYPOCHLORITE SUPPLY  
PAGE 2 OF 3

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

On July 15, 2021, the Board of Public Utilities approved bid award and issuance of Blanket Purchase Order 164874 in the amount of \$155,000.

On February 17, 2022, the Board of Public Utilities approved a first amendment to add funds in the amount of \$210,000.

On July 7, 2022, the Board of Public Utilities approved a second amendment for a one-year extension and increase in price and compensation in the amount of \$450,000.

On May 4, 2023, the Board of Public Utilities approved a third amendment for one-year extension and increase in price and compensation in the amount of \$840,000.

ANALYSIS

On April 21, 2024, Olin Corporation submitted a one-year extension proposal with no increase in unit price.

Olin Corporation has indicated the current price will be good through 7/30/2025, with the opportunity for a six-month price review in January 2025.

Staff requests that the Board of Public Utilities grant authority to the Purchasing Agent to approve any increase upon six-month price review, up to a max 10% with no additional funds required. If the amount requested exceeds a 10% increase and additional funds are required, approval would go back to the Board for approval.

Exhibit B-4 will replace Exhibit B-3 for the pricing schedule through the term of the Blanket Purchase Order expiring July 31, 2025, unless the six-month review results in an increase request.

FISCAL IMPACT

Funds required for this operational expense are included in the Fiscal Year 2024-25 adopted budget of the Water Department: Wastewater Treatment \$755,000, Reclamation \$25,000, Local Water \$85,000, and will be included in subsequent budgets to be approved by the City Council.

ENVIRONMENTAL IMPACT

This amendment 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 Guidelines Section 15378.

APPROVAL OF FOURTH AMENDMENT TO BLANKET PURCHASE ORDER 164874 –  
ONE YEAR EXTENSION AND INCREASE COMPENSATION FOR SODIUM  
HYPOCHLORITE SUPPLY  
PAGE 3 OF 3

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

ATTACHMENTS

- Attachment 1 - Exhibit B-4 Compensation Schedule

PRESENTER

John Walker, Wastewater Treatment Superintendent, Water Department  
Brandalyn Tramel, Purchasing Agent, Finance Department