Agenda Item # 8.1
For Board Meeting of: July 16, 2026

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: CHAIR AND BOARD MEMBERS
FROM: ROBERT C. WILSON, LABORATORY SUPERVISOR, WATER
SUBJECT: AMENDMENT TO PURCHASE ORDER F002846 WITH AGILENT TECHNOLOGIES, INC. TO INCLUDE A MAINTENANCE AGREEMENT FOR THE GAS CHROMATOGRAPH MASS SPECTROMETER 5977 TURBO SYSTEM

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by Santa Rosa Water that the Board of Public Utilities, by motion, approve the First Amendment to Purchase Order F002846 with Agilent Technologies, Inc., to add maintenance services for the Gas Chromatograph/Mass Spectrometer used for the analysis of volatile organic compounds and increase compensation in the amount of $13,240.80, for a total amount not to exceed $104,400.90.

EXECUTIVE SUMMARY

Santa Rosa Water conducts analyses for volatile organic compounds (VOCs) in water and wastewater to verify compliance with applicable federal and state regulatory requirements. These analyses rely on advanced analytical instrumentation, including a Gas Chromatograph/Mass Spectrometer (GC/MS), which requires routine maintenance and technical support to ensure reliable and accurate operation. The current support period for this instrument is nearing expiration, and its ongoing maintenance requirements exceed the repair capabilities and specialized expertise available at the Laguna Treatment Plant. The Laguna Environmental Laboratory currently utilizes Agilent service technicians to provide maintenance and support for its other advanced analytical instruments. Amending the existing service contract to include the VOCs GC/MS will consolidate support for all advanced instrumentation under a single agreement, ensuring consistent maintenance, improved reliability, and continued regulatory compliance.

BACKGROUND

The Water Department’s Laboratory provides analytical testing services to ensure compliance with established regulatory requirements for potable water, wastewater, and solid waste streams. To support these services, the Laboratory must maintain

instrumentation that meets stringent analytical and permit-related performance standards. Amending the existing purchase order to include the VOC GC/MS will incorporate this instrument into the current service agreement covering the Laboratory's other advanced analytical equipment at the Laguna Environmental Laboratory. Additionally, Agilent service technicians possess specialized training, extensive experience, and technical expertise in the maintenance and support of Agilent instrumentation, helping to ensure reliable operation and regulatory compliance.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

Not applicable.

ANALYSIS

This agreement with Agilent Technologies will extend the support period for the GC/MS by an additional two years, aligning its maintenance schedule with that of the Laboratory's other Agilent advanced analytical instruments. As the original equipment manufacturer, Agilent is the only authorized provider of service and support necessary to maintain the instrument in accordance with manufacturer specifications and performance requirements. In addition, Agilent's Bay Area-based support team can provide timely technical assistance and service, resulting in shorter response times and reduced instrument downtime. Continued support through this agreement will help ensure the ongoing reliability, accuracy, and availability of the instrument for regulatory and operational testing needs.

Furthermore, Agilent service technicians possess specialized equipment, manufacturer-specific training, and extensive experience in the maintenance and repair of Agilent instrumentation. This level of expertise exceeds the capabilities, tooling, and resources available to staff at the Laguna Treatment Plant. Certain maintenance and repair activities are not recommended for in-house performance by the manufacturer, as they may pose safety risks to personnel and could adversely affect instrument performance, reliability, and data quality. Utilizing Agilent's authorized service technicians helps ensure the instrument remains in optimal operating condition and continues to produce accurate and defensible analytical results.

FISCAL IMPACT

Funding for this expense is included in the Water Department Fiscal Year 2026-27 adopted budget. There are no General Fund impacts.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the proposed action is not a "project" subject to the California Environmental Quality Act (CEQA) because approval of the

purchase order amendment is an administrative activity that does not have the potential to result in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the proposed action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), because it can be seen with certainty that there is no possibility that the proposed action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Quotation #500169685

PRESENTER

Robert C. Wilson, Lab Supervisor