

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: CHAIR AND BOARD MEMBERS
FROM: AMY CARTER, SENIOR BUYER, FINANCE DEPARTMENT
SUBJECT: APPROVAL – AMENDMENT TO BLANKET PURCHASE ORDER
169602 TO EXTEND ONE YEAR AND ADD COMPENSATION

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by Santa Rosa Water and the Finance Department that the Board of Public Utilities, by motion, authorize the Chair of the Board to approve an Amendment to Blanket Purchase Order (BPO) 169602 to extend one year and add compensation in the amount of \$30,000 for carbon filter media disposal and replacement services to Carbon Supply, Inc., Bell Gardens, California, for a cumulative BPO total amount not to exceed \$110,000.

EXECUTIVE SUMMARY

Santa Rosa Water has an ongoing need for carbon filter media disposal and replacement services on an as needed basis for spent carbon filter media at the Laguna Treatment Plant (LTP). The current BPO expires June 30, 2026.

BACKGROUND

The Laguna Treatment Plant has a need for carbon filter media disposal and replacement services on an as needed basis for spent carbon filter media from two (2) 70 cubic foot carbon vessels and one (1) 190 cubic foot carbon vessel. These vessels remove harmful impurities—such as hydrogen sulfide (H₂S), volatile organic compounds (VOCs), and siloxanes—from the digester-produced methane gas to prevent them from entering the combined heat and power (CHP) engines at LTP.

Carbon Supply, Inc. provides all qualified labor, equipment, and transportation necessary for carbon filter media disposal and replacement services and continues to provide satisfactory services.

On September 25, 2023, the Purchasing Agent approved BPO Number 169602 for carbon filter media disposal and replacement services for a two-year term with three (3)

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one-year extension options in the amount of \$50,000 to Carbon Supply, Inc., of Bell Gardens, California

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

Not applicable.

ANALYSIS

Carbon Supply, Inc. has submitted a written offer to extend firm fixed pricing for another one-year term with no increase in pricing. This is the second extension option request.

Carbon Supply, Inc. continues to provide satisfactory services. Staff has determined that the proposed absence of a price increase, coupled with the uniqueness of the service and the relatively low cost and quantity under consideration, makes amendment of the contract a cost-effective approach for extending the supply of activated carbon for LTP.

History of this BPO is as follows, below:

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
June 8, 2023	Award of a two-year Blanket Purchase Order	\$50,000	Purchasing Agent
June 18, 2025	One-year extension and add compensation	\$30,000	City Manager
Pending	One-year extension and add compensation	\$30,000	Board of Public Utilities
Cumulative Contract Value		\$110,000	

Under the City's Contract/Purchase City Code 3-08-110(A) Award Authority, this Amendment requires approval by the Board of Public Utilities.

FISCAL IMPACT

Funds for this expense are appropriated in the Santa Rosa Water operational budget. As a regular operating expenditure, the services, as described, will be budgeted for on an annual basis.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378(b)(4), the proposed action is not a "project" subject to the California Environmental Quality Act (CEQA) because it consists

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of administrative and fiscal activities related to the amendment of a purchase order for ongoing operational services and will not result in a direct or reasonably foreseeable indirect physical change in the environment.

In the alternative, the 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 activity may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

None.

PRESENTER

Tony Wilson, Acting Wastewater Treatment Superintendent