

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JOHN CREGAN, POLICE CHIEF  
SUBJECT: APPROVAL – FIRST AMENDMENT TO BLANKET PURCHASE  
ORDER 168994 FOR AMMUNITION DISPOSAL SERVICES

AGENDA ACTION: MOTION

---

RECOMMENDATION

The Police and Finance Departments recommend that the Council, by motion, approve the First Amendment to Blanket Purchase Order (BPO) Number 168994 with Clean Harbors Environmental Services, Inc.(Clean Harbors), Norwell, Massachusetts, to extend the term one year and increase compensation in the amount of \$75,000, for a total amount not to exceed \$120,000 and authorize the Purchasing Agent to make non-substantive changes to the BPO, and execute the First Amendment. This item has no impact on current fiscal year budget.

---

EXECUTIVE SUMMARY

The Police Department has a need for ammunition disposal services. This request will extend BPO 168994 by one year and increase compensation in the amount of \$75,000, for a BPO total not to exceed the amount of \$120,000.

GOAL

This item relates to Council Goal #1 - Achieve and Maintain Budgeting Excellence and Fiscal Stability and will ensure the City is able to properly dispose of ammunition timely while under this contracted amount.

BACKGROUND/PRIOR COUNCIL REVIEW

On May 23, 2023, the Purchasing Agent approved a bid award for Request for Quotes 23-13 and issuance of BPO 168994 for two years with three one-year extension options, in the amount of \$45,000 to Clean Harbors.

ANALYSIS

- Clean Harbors provided the City with a one-year extension proposal with an average overall cost increase of 6.65% as detailed below.

APPROVAL – FIRST AMENDMENT TO BLANKET PURCHASE ORDER 168994 FOR  
AMMUNITION DISPOSAL SERVICES  
PAGE 2 OF 2

- Clean Harbors proposed an increase in the per-pound disposal cost.
- Clean Harbors' cost for the chemist labor rate and forklift rental has increased.
- There was no increase in the transportation fees.
- The Consumer Price Index (CPI) from April 2023 to August 2025 (most recent available date) is 6.17%.
- City staff have evaluated the extension proposal and determined that it is fair and reasonable and in the best interest of the City to extend.

FISCAL IMPACT

This item has no impact on FY 2025-2026 budget, current budgets within Police Departments fund 170501-5321 and will meet the requirement for appropriations as previously approved by Council. Upcoming budget adoptions in the years FY 2026-2027 will include this expense going forward.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a "project" subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the recommended 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 recommended action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

Not applicable.

PRESENTER(S)

John Cregan, Police Chief