

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: SCOTT WAGNER, CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
SUBJECT: APPROVAL OF THIRD AMENDMENT TO GENERAL SERVICES
AGREEMENT NUMBER F002577 WITH STROUPE PETROLEUM
MAINTENANCE, INC.

AGENDA ACTION: MOTION

RECOMMENDATION

The Finance Department recommends that the Council, by motion, approve the Third Amendment to General Services Agreement Number F002577 with Stroupe Petroleum Maintenance, Inc., Santa Rosa, California, to extend the term and increase compensation in the amount of \$95,000 for a total not to exceed \$335,000, and authorize the Purchasing Agent to make non-substantive changes to the Agreement, subject to approval by the City Attorney, and execute the Amendment. This item has no impact on current fiscal year budget.

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.

GOAL

This item is a core service and various City Departments' ongoing need for fuel station testing, inspection, maintenance, and repair services for both above ground and below ground tanks.

BACKGROUND/PRIOR COUNCIL REVIEW

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 (1) year.

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On September 24, 2024, the City Council, by resolution, approved the First Amendment to increase compensation in the amount of \$50,000.

On February 3, 2025, the City Manager, by signature, approved the Second Amendment to extend the term and increase compensation in the amount of \$95,000.

ANALYSIS

- General Services Agreement Number F002577 expires on February 6, 2026, and has three (3) one-year extension options available.
- Stroupe Petroleum Maintenance, Inc. has provided the City with an extension proposal with no increase in pricing.

FISCAL IMPACT

This item has no impact on the FY 2025-2026 budget within various departments, which will meet the requirement for appropriations as previously approved by Council. Upcoming budget adoptions in 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

- Attachment 1 - Third Amendment

PRESENTER(S)

Jennifer Myles, Purchasing Agent