

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: MICHAEL MCCALLUM, DEPUTY FIRE CHIEF  
SUBJECT: APPROVAL – THIRD AMENDMENT TO BLANKET PURCHASE  
ORDER 168794 WITH SCOTT’S PPE RECON, INC.

AGENDA ACTION: MOTION

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RECOMMENDATION

Santa Rosa Fire and the Purchasing Division of the Finance Department recommend that the Council, by motion, approve the Third Amendment to Blanket Purchase Order (BPO) number 168794 with Scott’s PPE Recon, Inc. (Scott’s PPE), Lodi, California to extend the term one year and add compensation in the amount of \$32,000, for a total BPO amount not to exceed \$113,000 and authorize the Purchasing Agent to make non-substantive changes to the BPO, and execute the Amendment. This item has no impact on current fiscal year budget.

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EXECUTIVE SUMMARY

Santa Rosa Fire has a need for firefighters’ protective gear to be serviced annually, including advanced cleaning, as well as emergency decontamination or repairs as they arise. This request will extend BPO 168794 by one year and increase compensation in the amount of \$32,000, for a BPO total not to exceed amount of \$113,000.

GOAL

This item relates to Council core service because annual maintenance of the personal protective equipment for the firefighters is essential and is part of the core service the firefighters provide to the City.

BACKGROUND/PRIOR COUNCIL REVIEW

On January 26, 2023, Request for Quotes (RFQ) 23-04 was opened by the Buyer to establish a two-year BPO with three one-year extension options.

On February 23, 2023, the Purchasing Agent approved the issuance of a two-year BPO with three one-year extension options to Scott’s PPE, in an amount not to exceed \$50,000.

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On February 18, 2025, the City Manager approved the First Amendment to BPO 168794 to extend the term one year and add compensation in the amount of \$25,000.

On July 2, 2025, the Assistant City Manager approved the Second Amendment to BPO 168794 to increase compensation in the amount of \$6,000.

ANALYSIS

- BPO 168794 expires on March 31, 2026, and has two (2) one-year extension options remaining.
- Scott's PPE has agreed to a one-year extension with no increase in unit cost.

FISCAL IMPACT

This item has no impact on FY 2025-2026 budget or current budgets within the Fire Department and will meet the requirement for appropriations as previously approved by Council. Upcoming budget adoptions in the year 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)

Anthony Westergaard, Division Chief, training