



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 10/15/2024

To: Board of Supervisors

Department or Agency Name(s): Sonoma County Public Infrastructure

Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-2550

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Blanket Purchase Order Agreements for As Needed Water Tank and Sewer Maintenance and Repair.

Recommended Action:

A) Award the two agreements and authorize the Purchasing Agent to execute Blanket Purchase Order Agreements with Miksis Services, Inc., with initial terms ending September 30, 2025, with four (4) one-year options to extend for:

1. County-wide as needed water tank and sewer maintenance and repair.
2. County-wide as needed water tank and sewer maintenance and repair during emergencies and declared disasters.

B) Delegate authority to the Purchasing Agent to exercise the extension options and to issue task orders in individual amounts up to \$100,000 for the term of the agreements and extensions.

Executive Summary:

The Department of Public Infrastructure (SPI) requests that the Board authorize the Purchasing Agent to execute Blanket Purchase Order agreements, for water tank and sewer maintenance and repair with Miksis Services, Inc. The contract terms will be for one year, effective October 1, 2024, with four (4) one-year extension options. These Blanket Purchase Orders are for use by all County departments and affiliated public entities, such as Sonoma County Water Agency, Sonoma County Community Development Commission, and Special Districts. The scope of services for both Agreements are the same, however one agreement is for use during normal operations while the second agreement complies with federal reimbursement requirements for use during emergencies and declared disasters.

Discussion:

A Blanket Purchase Order (BPO) is a purchasing agreement established and managed by the Sonoma County Public Infrastructure (SPI) Purchasing Division. BPOs are structured to achieve the most favorable prices, terms, and conditions in the procurement of goods or services required to achieve the maximum benefit of the end user and the County. They are set up for repetitive usage by Departments, and once established provide a streamlined process for procuring goods and services.

County departments and affiliated public entities, including Sonoma County Water Agency, Sonoma County Community Development Commission, and special districts regularly require the following services in regard

to this contract: Clean/Inspect Gray Water Tank and Gray Water Transmission System, Clean Leachate Ponds, Provide Vector Truck Support for Cleaning Leachate Control & Recovery System (LCRS), Clean Continuous Deflection Separation Unit (CDS), Clean/Inspect Oil Water Separator, Clean Storm Drain Inlets and Storm Drain Transmission Systems, Videographer Support, Clean Metals Recovery Wall Drainage System. The Purchasing Division is responsible for maintaining BPO contracts for these services and during disasters use of these BPO's can be coordinated either through the Emergency Operations Center (EOC) or Department Operations Centers. County best practice is to establish two, separate BPOs: one BPO for as needed, non-emergency basis, and the other with federally-required contract provisions for use during emergency and disaster events that may qualify for federal reimbursement.

The Purchasing Division initiated an invitation to bid for on April 17, 2024, seeking to establish a robust list of qualified suppliers for water tank and sewer related services and repairs. Notifications were sent to Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) as well as local water tank and sewer maintenance and repair providers. The County received one (1) proposal from Miksis Services, Inc which was evaluated by Purchasing staff on the following criteria:

1. Possession of an active California Contractor License (Class A General Engineering)
2. Registered and active with the Department of Industrial Relations
3. Proof of insurance which meet County Risk Management minimum coverage limits for commercial general liability, business auto liability, and workers compensation including employers' liability.
4. Cost relative to scope of services.
5. Ability to respond quickly in emergencies, and
6. Acceptance of FEMA reimbursement requirements.

Based on their ability to meet requirements outlined above as well as their previous history supplying the same services to the County under previous agreements, the Purchasing Division recommends that the County enter into two new BPO Agreements with Miksis Services, Inc. The scope of services for both Agreements are the same, however one agreement is for use during normal operations while the second agreement incorporates Federal contract provisions to ensure reimbursement for agreement costs during emergencies and declared disasters. The agreements are for a term of one year from the effective date October 1, 2024, with the option to extend for four (4) additional one (1) year periods.

Expenditures for water tank and sewer maintenance and repair over the past four (4) years have averaged \$180,033 annually. County departments will utilize funding from their approved budgets to pay for services they may require on an as-needed basis therefore, no immediate fiscal impacts are anticipated with the recommended actions.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

N/A

FISCAL SUMMARY

Expenditures	FY 24-25 Adopted	FY 25-26 Projected	FY 26-27 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

Appropriations for costs to be incurred under this blanket purchase order will be funded through various departments' adopted budgets only as required and when the services are deemed necessary.

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

- Attachment 1-Disaster BPO QB000130 Miksis Services, Inc.
- Attachment 2-Non-Disaster BPO QB240054 Miksis Services, Inc.
- Attachment 3-Exhibit A – Rate Sheet/Scope of Work

Related Items "On File" with the Clerk of the Board:

None