



AGENDA REPORT

Meeting Date: April 5, 2016
Item Number: D-12
To: Honorable Mayor & City Council
From: Trish Rhay, Assistant Director of Public Works Services,
Infrastructure & Field Operations
Caitlin Sims, Senior Management Analyst

Subject: AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND QUARTIC WEST TECHNOLOGIES FOR PREVENTATIVE MAINTENANCE AND CALIBRATION SERVICE OF INSTRUMENTS AT WATER TREATMENT PLANT AND CITY RESERVOIRS; AND

AUTHORIZE THE CITY MANAGER TO APPROVE A PURCHASE ORDER IN THE NOT-TO-EXCEED AMOUNT OF \$82,292.00 TO QUARTIC WEST TECHNOLOGIES FOR THESE SERVICES

Attachments: None.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute an agreement between the City of Beverly Hills and Quartic West Technologies for preventative maintenance and calibration service of instruments at the City Water Treatment Plant and the City's Reservoirs; and authorize the City Manager to approve a purchase order for these services.

INTRODUCTION

The City's Water Department operates a Reverse Osmosis Water Treatment Plant, four wells, and eleven reservoirs. There are various sensors and equipment that monitor the levels of chlorine, pH, and turbidity, among other things, as well as water flows and pressure to ensure that the City is complying with its requirements from the State Water Resources Control Board. The State Water Resources Control Board requires that the instruments and sensors transmitting these readings be calibrated on a regular basis in order to ensure that all electrical instruments and other signal devices are working properly and accurately.

DISCUSSION

In 2014, the City sought quotations from companies to provide calibration and maintenance services for these instruments. Three companies submitted bids, and Quartic West Technologies was selected because it was the lowest bidder. The original agreement with the vendor was approved under the City Manager's authority. Quartic West Technologies has provided a high level of service to the City during the term of its contract.

This service is critical for the operation of the Water Treatment Plant and must be in place before testing on the Plant begins, which is expected in mid-May. There have been some delays in obtaining final signatures for the agreement. To ensure that the agreement is in place and the vendor has sufficient time to prepare for the operation of the Treatment Plant, staff is recommending that the City Council authorize the City Manager to execute an agreement with Quartic West Technologies for preventative maintenance and calibration of instruments at the City's Water Treatment Plant, reservoirs, and wells for an amount not-to-exceed \$82,292 for the one-year contract period and authorize the City Manager to execute a purchase order for that amount.

FISCAL IMPACT

Funds have been budgeted in this fiscal year and are available for this purpose.



George Chavez

Approved By