



Agenda Date: 10/3/2006  
Agenda Placement: 6M

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Michael Stoltz for Robert Peterson - Director  
Public Works  
**REPORT BY:** Nancy Oweyong, STAFF SERVICES ANALYST I , 253-4603  
**SUBJECT:** Agreement with Santa Rosa Fire Equipment, Inc.

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Santa Rosa Fire Equipment Service Inc. for an annual amount of \$18,250 for the term October 3, 2006 through June 30, 2007 for fire alarm system testing and maintenance for the Juvenile Justice Center located at 212 Walnut Street, Napa, CA and the Sheriff's Building located at 1335 Airport Boulevard, Napa, CA.

### **EXECUTIVE SUMMARY**

Approval of this agreement with Santa Rosa Fire Equipment will provide testing and maintenance services for the fire alarm systems at the Sheriff and Juvenile Justice Center facilities.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Property Management
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	To ensure safe and consistent operation of the fire alarm system.
Is the general fund affected?	Yes
Future fiscal impact:	Sufficient funds have been included in the fiscal year (FY) 2006/2007 Property Management budget. The agreement provides for an automatic renewal at the end of each fiscal year and will be reflected in future fiscal year budgets.
Consequences if not approved:	Napa County would not have a contract for fire alarm system maintenance at

the Sheriff or Juvenile Justice Center facilities.

Additional Information: None

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Public Works has the responsibility to ensure that all equipment in County owned buildings is maintained in a safe, consistent working manner. To comply with that responsibility, Santa Rosa Fire Equipment Service Inc., will perform the annual testing of the fire alarm systems in the Sheriff and Juvenile Justice Center facilities. Upon completion of the testing and inspection of these systems, a written report will be provided along with any recommendations for necessary changes or repairs. Bids were solicited and Santa Rosa Fire Equipment Service, Inc. was chosen on the basis of being the lowest responsible bidder.

The County also utilizes the services of M.E.C. and Napa Fire Equipment to provide preventive maintenance of fire alarm systems located in other County owned building. These companies are familiar with the fire alarm systems and provide services in a time frame that meets the needs of the County.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey