



Agenda Date: 7/31/2007
Agenda Placement: 6C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Nancy Owyong, Staff Services Analyst I , 253-4603
SUBJECT: Agreement with Peterson Power Systems, Inc.

RECOMMENDATION

Director of Public Works requests approval of and authorization for Chair to sign an agreement with Peterson Power Systems, Inc. for a maximum of \$11,235 for the term July 1, 2007 through June 30, 2008 with an automatic renewal provision, for the service and maintenance of generators.

EXECUTIVE SUMMARY

Peterson Power Systems, Inc. will provide preventative maintenance and inspection for generators located in County owned and/or operated buildings.

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 provide preventative maintenance to ensure the consistent operation of generators.
Is the general fund affected?	Yes
Future fiscal impact:	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:	The County will not have a contract for preventative maintenance for the generators.

Additional Information:

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, Peterson Power Systems, Inc. will provide annual service and semiannual inspection on eleven (11) generators located in County owned or operated buildings. The annual maximum amount is \$11,235 for the term July 1, 2007 through June 30, 2008. The Agreement includes an option for automatic renewal.

This Agreement will be amended in the future to add the back-up generator for the Animal Shelter once the generator is built and no longer covered under warranty.

Bids were solicited and Peterson Power Systems, Inc. was chosen on the basis of being the lowest responsible bidder. There is no relationship between this company and the Department Director.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi