



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/15/2017

Agenda Placement: 6C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Paul Reyes for Lenard Vare - Director
Corrections

REPORT BY: Paul Reyes, Supervising Staff Services Analyst - 707-299-1784

SUBJECT: Approval of Budget Transfer and Establishment of a Capital Asset for a Domestic Water Heater

RECOMMENDATION

Director of Corrections requests the following actions regarding the ratification of a purchase of a water heater for the Napa County Jail:

1. Approval of Budget Transfer No. COR001 increasing appropriations by \$9,412 in Equipment Expense with a corresponding reduction in appropriations in Client Meal Expense within the Corrections' Culinary and Laundry subdivision and the establishment of a capital asset in the amount of \$9,412 for the purchase of a AO Smith BPL-199 Domestic Water Heater replacing County asset number 27531 (Jail Heater). (4/5 vote required); and
2. A waiver of competitive bidding requirements and sole source award for the purchase of a AO Smith BPL-199 Domestic Water Heater from Bell Products, Inc., Napa, CA, for a total of \$9,412 pursuant to County Ordinance Code 2.36.090.

EXECUTIVE SUMMARY

The requested action will ratify the Department of Corrections' acquisition of a new domestic water heater and the disposal of the previous water heater. The previous water heater experienced a complete failure and needed to be replaced immediately. The Napa County Department of Corrections utilizes a domestic water heater for the laundering of inmate clothing and linens and for the sterilization of dishware. The previous water heater was approximately 10 years old and was at the end of its useful life.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Funded by offsetting Client Meal Expense in the Department of Corrections' Culinary and Laundry subdivision.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	A high capacity water heater is necessary for operation of the jail. Specifically, the Culinary and Laundry subdivision manages the laundering of inmate clothing, bedding, and towels. In order to properly launder inmate clothing and linens, it is necessary for the water to be heated to the appropriate temperature. This water heater will also provide heated water to properly sanitize dishware.
Is the general fund affected?	Yes
Future fiscal impact:	None.
Consequences if not approved:	If not approved, the Department of Corrections will not be able to perform the jail's daily laundry operations. The Department would also have to utilize disposable dishware which would be an additional cost.
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

The Napa County Department of Corrections' laundry and culinary operations rely on a water heater to heat the water supply to the temperature required for the cleaning and sterilization of inmate clothing, linens, and dishware. The previous water heater (County asset number 27531) was approximately 10 years old and had experienced a complete failure on August 4, 2017. This equipment is critical to the Department's laundry and culinary operations and needed to be replaced immediately. An order for a new water heater was placed with Bell Products, Inc. on August 4, 2017. The water heater was subsequently installed on August 8, 2017.

This was a sole source purchase as there was no other vendor that could provide replacement water heater within a matter of days.

Approval of the requested budget transfer and establishment of a fixed asset will ratify the Department's purchase of a water heater for the Department's laundry and culinary operations.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi