



Meeting Date: 07/13/2010

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s) _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s) _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: Anthony Emmert, Water Resources Manager *[Signature]* Agenda Item No. I-11

Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance *[Signature]* Public Works *[Signature]*

DATE: July 2, 2010

TO: City Council

FROM: Mark S. Norris, Assistant Public Works Director
Public Works *[Signature]*

SUBJECT: Special Budget Appropriation to Fund Fiscal Year 2010-11 Requirements for Testing and Maintenance of Water Backflow Assemblies

RECOMMENDATION

That City Council approve a special budget appropriation in the amount of \$75,000 from the Water Security and Contamination Prevention Fund Balance for testing and maintenance of water backflow assemblies.

DISCUSSION

The California Code of Regulations, Title 17, requires that owners of backflow devices test them at least once per year and certify that they are operational. Any assemblies that fail to meet specifications must be repaired or replaced as soon as possible, in order to ensure that the City's potable water supply remains free from potential backflow contaminants. The California Department of Public Health administers the regulations, and requires the City to provide an annual report of devices tested and repaired.

Each year, over 400 City-owned backflow prevention assemblies of various sizes and types need testing and maintenance, as well as any necessary cleaning, repair, replacement, retesting or replacement of the entire assembly as required for certification. The City also manages the testing and certifying of privately owned backflow assemblies whose owners failed to have them tested and certified operational in a timely manner, as required by City Code. Any testing and certifying of privately owned backflow assemblies is to be reimbursed by the owner.

On April 28, 2010, the City's Purchasing Division and Water Resources Division sent out a competitive two-part Request for Proposal (RFP) for water backflow prevention assemblies testing and maintenance. The first part of the RFP process requested a proposal/statement of qualifications and the second part requested a statement of compensation. The RFP was published in the Ventura County Star, posted on the City's website, and mailed to twenty-four (24) vendors with a closing bid date of

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May 19, 2010. Two (2) firms responded with proposals. Three (3) Water Resources Division staff members reviewed and ranked the statements of qualifications and proposals. Staff determined that both companies were capable and qualified to meet the City's standards, and then evaluated their compensation schedules. The bidders proposed unit prices on a wide range of expected activities. For the majority of those activities, Aqua-Tech Services provided the lowest unit cost. Therefore, the Water Resources Division recommended the City awarded the agreement to Aqua-Tech Services. The agreement will begin on July 19, 2010 and end on July 18, 2011. This appropriation of \$75,000 will fund the first year of the agreement.

FINANCIAL IMPACT

Funds are available from the Water Security and Contamination Prevention Fund Balance for appropriation to Account No. 608-6015-842-8209.

AAE/joh

Attachment #1 - Special Budget Appropriation

CITY OF OXNARD
REQUEST FOR SPECIAL BUDGET APPROPRIATION

To the City Manager:

July 13, 2010

Request is hereby made for an appropriation of total \$ 75,000

Reason for appropriation: To fund the City's current requirements for the maintenance of water backflow assemblies

<u>FUND</u>	<u>DESCRIPTION/ACCOUNT</u>	<u>AMOUNT</u>
Security Contam. Pre. Fund (608)	608-6015-842-8209 842-8209 Services - Other Prof/Contract	75,000
Change to Security Contam. Prev. Fund Balance		<u><u>75,000</u></u>



 Manager

REQUIRES CITY COUNCIL APPROVAL

CHIEF FINANCIAL OFFICER


Disposition	Approved _____
	Rejected _____
Transfer by Journal Voucher _____	_____
	City Manager