



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: MARCH 10, 2025

SUBJECT: FIRST AMENDMENT TO THE SERVICES AGREEMENT WITH QUALITY SPRAYERS INC. FOR HERBICIDE APPLICATION FOR WEED SUPPRESSION SERVICES AT PUBLIC UTILITIES PROPERTIES IN THE AMOUNT OF \$49,000, FOR A REVISED CONTRACT TOTAL OF \$98,000

ISSUE:

Consider approving the First Amendment to the Services Agreement with Quality Sprayers Inc. for herbicide application for weed suppression services at Public Utilities properties in the amount of \$49,000, for a revised contract total of \$98,000.

RECOMMENDATIONS:

That the Board of Public Utilities:

1. Approve the First Amendment to the Services Agreement with Quality Sprayers Inc. for herbicide application for weed suppression services at Public Utilities properties in the amount of \$49,000, for a revised contract total of \$98,000; and
2. Authorize the City Manager, or designee, to execute the First Amendment and any other documents necessary to effectuate the project described herein, as well as the ability to make minor non-substantive changes in accordance with all purchasing policies.

BACKGROUND:

Riverside Public Utilities (RPU) must perform weed abatement on all properties it is responsible for. Weed abatement is a mandated program required by the State Fire Marshall and enforced by local agencies to reduce the risk of wildfires. As the climate changes, fire reduction programs have year-round activities instead of being limited to certain seasons. Local agencies notify property owners of compliance orders using weed abatement notices. Weed Abatement must be completed within 30 days to reduce the risk to life or property.

It is critical that RPU follow best practices and maintain the ability to proactively apply herbicides to this ROW to reduce complaints from adjacent property owners and businesses, reduce the need for mechanical weed abatement, and remain compliant with abatement notices.

RPU owns the Gage Canal Company (Gage) right of way (ROW) from the Gage Headworks, located at Tippecanoe Ave. and San Bernardino Ave. in the City of San Bernardino, down to Lemona Booster station on Linden Ave. in Riverside. The Headworks is where Gage's operational staff reside and deploy from to operate and maintain the Gage wells.

This ROW segment is a ten-mile long, fifty to one hundred foot wide, swath of unimproved land above and along the alignment of the Gage Canal pipeline running from Headworks to Lemona Booster station. The ROW winds through commercial, industrial and residential areas through the Cities of San Bernardino, Redlands, Loma Linda, Colton, Grand Terrance and Riverside. It is comprised of approximately sixty-five acres of surface area and until September of 2023, was monitored and maintained by Gage staff. In September 2023, Gage turned the responsibility over to RPU. Per the 6th Amendment to the Operating Agreement between the City and Gage, it is now the responsibility of the City to monitor and maintain this ten-mile segment of ROW. Since this is a new area of maintenance for RPU, staff obtained outside contractors who could perform the herbicide applications. The goal is to keep the surface as bare of vegetation as possible to cut down on debris and reduce the fire hazards risk.

Application of herbicide to the ground surface of this ROW reduces the growth of vegetation thus reducing the need to have contractors perform mechanical and/or manual weed abatement services. Normally a pre-emergent herbicide application is performed in late Fall or early Winter which keeps weed seeds from germinating. What little growth takes place in the Spring through Summer is then treated again as needed. The total number of applications is dependent upon the amount of precipitation and subsequent temperatures throughout the year.

In February 2024, eight herbicide spraying companies were informally solicited for herbicide spraying services. Staff received six proposals with Quality Sprayers Inc. being the lowest responsive bidder. Quality Sprayers Inc. was a new vendor with the City and was on-boarded with the City's Purchasing Department.

Quality Sprayers Inc. began work for RPU in late June 2024, under a twelve-month Services Agreement for \$49,000 (Purchase Order No. 244680). RPU is close to exhausting the funds within this purchase order, leading to this request to increase the services agreement amount to maintain these services.

DISCUSSION:

In March 2025 staff will put out a new Request for Bid (RFB) for a multi-year herbicide weed suppression services contract to begin on July 1, 2025. In the interim, staff requests an increase of \$49,000 with the current Services Agreement with Quality Sprayers Inc. for a total amount of \$98,000. Quality Sprayers Inc. has provided a superior level of service since June 2024 and staff is confident that they will perform the needed work as required. The additional funding will allow staff to call upon Quality Sprayers Inc. as needed for herbicide application for weed suppression within the Gage ROW through June 30, 2025.

Board approval is required for any purchases over \$50,000. Because this request will increase the purchase order from \$49,000 to \$98,000, the change requires Board approval.

Staff worked with the City Attorney's Office to draft the First Amendment to the Services Agreement with Quality Sprayers Inc. for herbicide application for weed suppression services at Public Utilities properties.

Purchasing Resolution 24101, Section 402 states, "Informal Procurement may be conducted under the supervision of the Manager if the Procurement expenditure is estimated to be Fifty Thousand Dollars (\$50,000.00) or less, does not fall within the Utilities Exception, and does not involve the Procurement of Construction or Goods of the type required by Section 1109 of the City Charter to be acquired by Formal Procurement."

Purchasing Resolution 24101 Section 1104 Change Orders states, "Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity... b) Any Change Order which causes the contract price to exceed the authorization section 203 hereof, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity."

The Purchasing Manager concurs that the recommendations are in compliance with Purchasing Resolution 24101.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 6 - Infrastructure, Mobility and Connectivity** and **Goal 6.2** – Maintain, protect, and improve assets and infrastructure within the City's built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Well maintained Utility properties protect our assets and maintain public trust.
2. **Equity** – RPU's Gage Canal ROW spans two counties and numerous Cities. The ROW is equally maintained thereby providing an equitable benefit to all customers.
3. **Fiscal Responsibility** – The lowest price for these weed suppression services was ensured through solicitation of eight herbicide spraying companies along with following the City's Purchasing requirements.
4. **Innovation** – A collaborative approach between the City Attorney's office and staff was used to develop the First Amendment to Services Agreement.
5. **Sustainability & Resiliency** – Maintaining weed abatement in compliance with local requirements helps maintain sustainable and resilient real property assets, reduces fire risk, and protects our facilities.

FISCAL IMPACT:

The total fiscal impact is \$49,000 for a revised contract total of \$98,000. Sufficient funds are available in the Public Utilities Water Operations Maintenance/Repair of Buildings and Improvements Account No. 6200000-424130.

Prepared by: Robin Glenney, Utilities Assistant General Manager/Water
Approved by: David A. Garcia, Utilities General Manager
Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Jack Liu, Interim City Attorney

Attachments:

1. First Amendment to the Services Agreement
2. Presentation