

City of Culver City, California  
**City Council Agenda Item Report**

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| Meeting Date: 08/11/08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  | Item Number: <u>C-6</u>                                                                           |  |
| <b>AGENDA ITEM: Approval of an Amendment to the Professional Services Agreement with Chem Pro Laboratory, Inc. to Install New Sampling Stations in Accordance with the Amalgamated Sewer Agreement with the City of Los Angeles</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                   |  |
| Contact Person/Dept.: Mate Gaspar/PW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Phone Number: 310-253-5602                                                                        |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | General Fund: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                 |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Action Item: <input checked="" type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Public Notification:<br>Chem Pro Laboratory was notified via e-mail on August 6, 2008, and Master E-Mail Notification List (08/06/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                   |  |
| Department Approval:<br>Charles D. Herbertson (08/04/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (08/06/08)                                  |  |
| Chief Financial Officer Approval:<br>Jeff Muir (by M. Noller) (08/06/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | City Manager Approval:<br>Jerry B. Fulwood (08/06/08)                                             |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council approve an amendment to the professional services agreement with Chem Pro Laboratory, Inc., to install new sampling stations for a not-to-exceed amount of \$22,154.</p> <p><b><u>BACKGROUND:</u></b></p> <p>In 1999, the City entered into an Amalgamated System Sewerage Agreement (Agreement) with the City of Los Angeles. The Agreement provides for the conveyance and treatment of Culver City sewage. In accordance with the Agreement, every quarter Culver City is required to sample and test the quality of the sewage flow at certain locations in the sewer system. The testing is for Biochemical Oxygen Demand (B.O.D.) and Suspended Solids (S.S.). The data is submitted to the City of Los Angeles and is used to determine the cost to treat the sewage. Consequently, the sampling and testing procedures must be performed in strict conformance to industry standards.</p> <p>Since the inception of the Agreement in 1999, Culver City has contracted with Chem Pro Laboratories, Inc., on an annual basis, to provide wastewater sampling and testing. In 2002, the City entered into a 5 year contract, with an optional 5-year administrative contract extension. In 2007, staff administratively approved a 5-year contract extension. Chem Pro Laboratory, Inc, has been providing excellent service to the City. Their annual contract amount is \$12,400 a year.</p> |  |                                                                                                   |  |

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**DISCUSSION:**

The City of Los Angeles informed staff that the sampling and testing of the sewage has not been conducted per requirements in the Agreement. Upon investigation it was determined that the original contract with Chem Pro Laboratory required a time-composite sampling method and not a flow-weighted sampling method. Time-composite sampling is done every 30 minutes and not based on the flow amount of sewage at the time of testing. Flow-weighted sampling is done every 15 minutes and based on flow amount of sewage at the time of testing. As a result, an amendment to Chem Pro's contract is necessary in order to be in compliance with the Agreement.

Chem Pro has submitted a proposal to install special sampling stations at various locations in order to conduct flow-weighted sampling. This proposal is in the amount of \$22,154

Staff is recommending approval of the contract amendment. Installation work will begin immediately after the contract amendment documents are executed.

**FISCAL ANALYSIS:**

The cost of the change order can be funded by the sewer enterprise account number 20466100.619800 (Other Contractual Services). There is sufficient funding in the fiscal year 2008-09 budget to cover this request if approved.

**MOTIONS:**

That the City Council:

- 1) Approve the amendment to the existing professional services agreement with Chem Pro Laboratory in the amount of \$22,154 for installation of new sewage sampling stations; and,
- 2) Authorize the City Attorney to review/prepare the necessary documents and
- 3) Authorize the City Manager to execute such documents on behalf of the City.