



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 10

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Public Works Department

MEETING DATE: November 16, 2020

SUBJECT:
Unison BioGas Conditioning System Maintenance – Agreement

RECOMMENDATION:

Adopt a Resolution to approve that competitive bidding was impractical; award a three-year contract to Unison Solutions, Inc. for the Unison BioGas Conditioning System (BioCNG 100) maintenance in an amount not to exceed \$304,804; establish a contingency reserve of \$30,000; and authorize the Public Works Director to execute the agreement in substantially the form presented and approve change orders within the contingency amount.

BACKGROUND:

The Wastewater Treatment Plant (WWTP) produces renewable natural gas and the Public Works Facilities Division has installed a system to clean the gas and generate compressed natural gas (CNG) for use as fuel in City of San Mateo (City) vehicles. The CNG system construction was partially funded by a California Energy Commission grant. The City has retained Unison Solutions, Inc. (Unison) to maintain the CNG facility since 2017. As part of the maintenance agreement, monthly gas samples are taken by City staff and sent to Unison to be tested and reported to the California Energy Commission. In addition, the agreement includes an annual site visit by Unison to perform routine maintenance and training for WWTP staff.

The BioCNG 100 equipment used in the CNG system is a proprietary biogas conditioning system that can only be serviced by Unison. Maintenance of the system is required to maintain the terms in the original grant agreement. Therefore, calling for bids is impractical and unavailing in accordance with Municipal Code Section 3.60.050(b). Staff has reviewed the Unison proposal and finds the costs to be reasonable and commensurate with the scope of services provided. Therefore, staff recommends the City enter into a three-year agreement with Unison Solutions in the amount of \$304,804 for continued maintenance of the CNG system.

BUDGET IMPACT:

This agreement will be funded from Facilities Division operating budget.

ENVIRONMENTAL DETERMINATION:

In accordance with CEQA Guidelines Section 15301, this maintenance agreement is categorically exempt from CEQA as an 'existing facility' in that it involves negligible or no expansion of use.

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Att 2 – Agreement

STAFF CONTACT

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