



# CITY OF SAN MATEO

City Hall  
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[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 9

Section Name: {{section.name}}

File ID: {{item.tracking\_number}}

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**TO:** City Council

**FROM:** Drew Corbett, City Manager

**PREPARED BY:** Public Works Department

**MEETING DATE:** September 16, 2019

**SUBJECT:**  
Unison BioGas Conditioning System Maintenance – Agreement

### RECOMMENDATION:

Adopt a Resolution to make the required findings that competitive bidding was impractical in accordance with Municipal Code Section 3.60.050(b); award a contract to Unison Solutions, Inc. for the Unison BioGas Conditioning System (BioCNG 100) maintenance in an amount not to exceed \$149,945; establish a contingency reserve of \$15,000; 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. This system was partially funded by a California Energy Commission grant.

During September 2017, the City entered into a one-year maintenance agreement with Unison Solutions, Inc. (Unison) in the amount of \$69,995, funded by the Facilities maintenance budget. As part of the 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 a six-day site visit by Unison to perform routine maintenance and training for WWTP staff.

During September 2018, the City entered into a second agreement with Unison Solutions in the amount of \$134,335, which extended the maintenance services through September 23, 2019. During this period, the City acquired twelve (12) new CNG vehicles, for a total of fifteen (15) CNG vehicles in the City's fleet. The increase in the contract amount was a result of the additional CNG vehicles using the system.

The City wishes to enter into a third agreement with Unison Solutions in the amount of \$149,945 for continued maintenance of the WWTP CNG system. The BioCNG 100 equipment used in the CNG system is a proprietary biogas conditioning system that can only be serviced by Unison in order 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 recommends approval of an agreement for this work.

### BUDGET IMPACT:

This cost of this agreement is incorporated into the Facilities Maintenance 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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