



## Legislation Text

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**File #:** 24-1078, **Version:** 1

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**TO:** Board of Supervisors  
**FROM:** Steven Lederer - Director of Public Works  
**REPORT BY:** Amanda Exum, Staff Services Analyst II  
**SUBJECT:** Professional Services Agreement with United Site Services of California, Inc. for Septic Systems and Grease Traps services

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### **RECOMMENDATION**

Approve and authorize Agreement No. 250036B with United Site Services of California, Inc. to provide pumping and disposal services for septic systems and grease traps for the term July 1, 2024 through June 30, 2027, with two one-year automatic renewal options. (Fiscal Impact: \$9,575 Expense; Various Funds; Budgeted; Discretionary)

### **BACKGROUND**

Today's action will approve a professional services agreement with United Site Services of California, Inc. for septic system and grease trap pumping and disposal services effective July 1, 2024, with a maximum compensation amount of \$5,875, for routine services and \$3,700 for non-routine services per fiscal year in years 1-3, with the option for automatic renewal for years 4-5 with a maximum compensation amount of \$6,169 for routine services and \$3,700 for non-routine services per fiscal year.

Routine services locations are as follows: Septic systems are located at Capell Valley Fire Station #14, Dry Creek/Lokoya Volunteer Fire Station #16, Roads-Spanish Flat, Roads Corp Yard, and Ag Weights and Measures. Grease traps-sand-oil separators are located at Greenwood Ranch Fire Station #27 and Yountville Fire Station #12. Grease traps-grease inceptors are located at the Juvenile Justice Center, Re-Entry Facility, and South Campus, Bldg B.

As part of a competitive procurement process for contracted septic systems and grease traps pumping and disposal services, County staff issued a Request for Proposal (RFP) on March 19, 2024. Four companies submitted proposals in response to this RFP. One proposal did not meet the mandatory proposal requirement, and therefore could not be considered. Three proposals were scored according to predetermined weighted criteria: company history, experience, qualifications, approach to scope of work, and pricing.

United Site Services of California, Inc. distinguished themselves as the most qualified company and was selected by a review panel to provide Napa County with septic system and grease trap pumping and disposal services.

Agreement No 250036B is being presented to the Board of Supervisors for authorization pursuant to Napa County Purchasing Policy because United Site Services of California, Inc. is contracted with the County at the Board of Supervisors signing authority level to provide portable restroom and sanitation services at various County locations. Subsequent to a competitive bidding process, on June 13, 2024, the Board of Supervisors authorized Agreement No. 240001B with United Site Services of California, Inc. effective July 1, 2023, to provide portable restroom and sanitation services. On November 1, 2023, the Board of Supervisors approved Amendment No. 1 adding additional services for the Fire Training Grounds. Agreement No. 240001B has a maximum compensation of \$29,000 for fiscal years 1-3 and \$31,300 for optional automatic renewal years 4-5.

United Site Services of California, Inc. is not a local vendor.

**FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	It is budgeted in various departments that receive the services (Funds 2100, 2040, 1600, and 4300)
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Regular pumping and disposal services are needed for the County’s septic systems and grease traps.
Is the general fund affected?	Yes
Future fiscal impact:	This Agreement will continue to be budgeted in future fiscal years in the affected funds.
Consequences if not approved:	The County would not have a contract for routine pumping and disposal of septic systems and grease traps at County owned facilities.

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.