

**TO:** Andrew P. Powers, City Manager

**FROM:** Clifford G. Finley, Public Works Director

**DATE:** September 12, 2023

**SUBJECT:** Sprague's Ready Mix Concrete Purchases in FY 2022-23

**RECOMMENDATION:**

1. Approve additional not-to-exceed amount and expenditure in the amount of \$4,131 from A/C #001-5610-631-3413 (Improvements Not Capitalized / Sidewalk Improvements) for concrete purchases from Sprague's Ready Mix in FY 2022-23.
2. Find that this action is not a project as defined under the California Environmental Quality Act.

**FINANCIAL IMPACT:**

**No Additional Funding Requested.** Minimal staff time to prepare staff report and available funding is included in the Adopted FY 2022-23 General Fund Budget.

**BACKGROUND:**

On August 31, 2021, City Council approved blanket purchase orders for concrete material not to exceed \$100,000 per fiscal year, per vendor, for FY 2021-22 and FY 2022-23, with Cemex Cement, Inc. (Moorpark, CA), Sprague's Ready Mix (Simi Valley, CA) (Sprague's), National Ready Mix (Moorpark, CA), and State Ready Mix (Oxnard, CA).

The Public Works Department is responsible for maintaining and repairing City infrastructure including roads, streets, and sidewalks. The Street Maintenance Division maintains over 650 miles of concrete curbs, gutters, and sidewalks, all of which require repairs on an as-needed basis. As a matter of public safety, and to effectively schedule maintenance in a fiscally and environmentally responsible manner, infrastructure repairs must be completed promptly. The availability of reliable local resources for the purchase of concrete materials is critical. Concrete is an aggregate sand and cement-based product with specific processing and handling requirements. Sourcing the product from batch plants located beyond a 45-minute delivery time is not feasible, as product quality declines during transportation.

**DISCUSSION/ANALYSIS:**

As part of the City's intensified commitment to minimizing vertical displacements in the sidewalks, the City has deployed multiple crews to address sidewalk maintenance effectively. Sprague's seamless and timely provision of concrete has enabled staff to maintain a steady and uninterrupted workflow. However, this constant progress inadvertently resulted in surpassing the City Council approved not-to-exceed amount of \$100,000 annually. While other concrete vendors were available through approved purchase orders, City crews utilized Sprague's frequently due to their ability to supply concrete at a moment's notice. To avoid future over-expenditures, the Street Division implemented a more efficient material purchase tracking system that enables multiple crews to access a centralized database to track the usage of each purchase order.

An additional \$4,131 is requested to add to the not-to-exceed amount of \$100,000 in FY 2022-23 for Sprague's to pay invoices remitted for concrete purchases in May and June 2023.

**COUNCIL GOAL COMPLIANCE:**

Meets the following City Council goal:

F. Provide and enhance essential infrastructure to ensure that the goals and policies of the Thousand Oaks General Plan are carried out and the City retains its role and reputation as a leader in protecting the environment and preserving limited natural resources.

**PREPARED BY:** Michael Fahrenkopf, Street Maintenance Supervisor