



Staff Report

TO: City Council

FROM: Thaxton Van Belle, Director of Water Reclamation
Sunshine Sanchez, Management Analyst

DATE July 15, 2025

SUBJECT: Approve a First Amendment to the Professional Services Agreement with Clinical Laboratory Services of San Bernardino, Inc

Description First Amendment to the Professional Services Agreement with Clinical Laboratory Services of San Bernardino, Inc. to provide laboratory testing services.

Background and Analysis:

On May 14, 2024, the City issued a request for proposals (RFP) for laboratory services. On June 18, 2024, the City awarded a Professional Services Agreement (PSA) to Clinical Laboratory Services of San Bernardino, Inc. to provide laboratory testing services required for compliance with federal and state regulations at the City's Wastewater Treatment Plant (WWTP). The PSA cited a cost-per-test schedule, with an estimated annual expenditure of \$88,265.

Upon review, it was determined that the PSA was issued for a total value of \$88,265 over three years, rather than \$88,265 annually, or \$264,795 over three years as intended. In the spirit of transparency and clarity, this item seeks City Council approval to correct the issued PSA by amendment.

Fiscal Impact:

The First Amendment corrects the total contract value for laboratory testing services from \$88,265 over three years to \$264,795 over the same term. The corrected value reflects the intended and budgeted annual expenditure of \$88,265 for each of the three years.

Funding is available in the Wastewater Fund and was included in the adopted operating budget for the Wastewater Treatment Plant. No additional appropriations are required at this time.

The cost to prepare this report is estimated at \$150.

Recommended Action:

Staff recommends amending the existing PSA to reflect the accurate annual service cost of \$88,265, resulting in a total not-to-exceed amount of \$264,795.00 over the three-year period. This amendment ensures the agreement aligns with the scope of services and pricing detailed in the vendor's proposal.

Attachments:

- A. Amendment to Agreement for Professional Services
- B. Professional Services Agreement
- C. Clinical Laboratory Services Proposal
- D. Clinical Laboratory Services Staff Report 6.18.24