

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: April 16, 2025

To: Mayor and Town Council
From: Mike Cave, Deputy Director of Operations
Subject: General Services Agreement with Nick Barbieri Trucking LLC, DBA Redwood Coast Fuels

Recommendation to Council:

Authorize the Town Manager to approve a General Services Agreement with Nick Barbieri Trucking LLC, dba Redwood Coast Fuels (Nick Barbieri Trucking) for fuel purchases and delivery beginning July 1, 2025, for a term of four years ending June 30, 2029 at a cost not to exceed \$1,500,000 for the term of the agreement, and authorize the Town manager to execute said agreement and approve contract documentation and amendments up to the authorized budget and scope of work on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Background:

The Town maintains and operates gasoline and diesel fuel storage and dispensing equipment for fueling Town fleet and equipment, as well as emergency services vehicles for the Windsor Police Department and Sonoma County Fire District. The primary fuel storage tanks and dispensing pumps are located at the Corporation Yard, with additional smaller on and off-site storage tanks that service emergency back-up generators for water and wastewater systems. Fuel purchases and delivery to the Town are coordinated by Public Works staff using an electronic, cloud-based fuel management system. This fuel management system enables full cost tracking by Administrative Services staff, including invoicing Fire and Police for payment to the Town for fuel used.

Discussion:

The Town's existing contract with Nick Barbieri Trucking will expire on June 30, 2025. Staff reached out to other Cities in the county to see who they were contracting with and found the City of Santa Rosa, City of Healdsburg, County of Sonoma and City of Rohnert Park contract with Nick Barbieri Trucking. Staff identified an opportunity to piggy-back off the City of Rohnert Park's current contract, which complies with the Town's Purchasing Policies and Procedures, Windsor Town Code Section 1-6-115(f).

Town staff met with Nick Barbieri Trucking staff and reviewed their ability to continue meeting the Town's daily and emergency needs. Daily operations, Public Safety Power Shut offs (PSPS), disasters or other emergencies, mean it is imperative that the Town and supporting emergency services have a fuel vendor that can respond at any time, day or night. Nick Barbieri will make deliveries from their Santa Rosa and Ukiah locations. They also have card-lock fueling stations available to the Town in the Airport District and south Santa Rosa that can be used in the event our fuel tanks are depleted, go down,

or are out of service.

Fiscal Impact:

The total fiscal impact of the proposed contract will allocate up to \$1,500,000 for the Term of the Agreement based on sufficient appropriations of the General and Enterprise Funds in the Council-approved fiscal year budget for a total of four (4) years.

Environmental Review:

This project is exempt from the California Environmental Quality Act (CEQA) under Section 15301 because purchased fuel would be used solely for continued operation of an existing facility with no increase in capacity.

Attachment(s):

[1. GSA - Nick Barbieri Trucking LLC - Fuel Delivery](#)

Prepared by:

Mike Cave
Deputy Director of Operations

Reviewed by:

Shannon Cotulla
Public Works Director/Town Engineer

Recommended by:

Jon Davis
Town Manager