

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: June 4, 2025

To: Mayor and Town Council
From: David Ernst, Wastewater Superintendent
Subject: Approve a Purchase Order with Mobile Modular for Temporary Office Space

Recommendation to Council:

Approve a Purchase Order with Mobile Modular for temporary office and locker room facilities rental and authorize the Town Manager to execute said purchase order up to the authorized budget 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:

Originally constructed in the late 1960s, the Water Reclamation Facility (WRF) office is a two-story building that is currently used for approximately 1200 ft² of record storage, 500 ft² staff restroom/locker room, and 2000 ft² encompassing a control room, computer server room, and workspace for 14 Operations, Maintenance, and Environmental Services staff. Staff continually experience electrical, plumbing, roof, and HVAC failures, which interfere with routine and emergency operations of the WRF. The structure is built on top of an abandoned wet well and the structural stability of the building in the event of a natural disaster or seismic event is uncertain. The failure of this building could compromise the operation of the WRF.

Discussion:

On April 29th, a bid opening took place for the required site work within the Public Works Corporation Yard. The bid for this project includes a joint utility trench for electrical and communications, potable water connection, sewer connection, and minimal paving to accommodate staff parking at the portable office trailers.

Staff contacted four (4) suppliers of temporary office equipment for rent, reviewed available floor plans for both the office and locker room facilities, equipment availability, one time delivery and pick up fees, and reoccurring charges related to the rental of this equipment. Based on this information, staff recommends the Town Council approve a purchase order with Mobile Modular as the preferred vendor for temporary office and locker room space rental.

Fiscal Impact:

The total fiscal impact of the proposed purchase order will allocate up to \$175,500, which includes enough funds for one-time fees and 24 months of lease (rental) payments from the Water Reclamation budget for fiscal year 2024-2025, from a combination of the following G/L Codes previously approved in the 2023-2025 biennium budget.

430-82-00-0000-4570-000	\$ 600,000
430-82-25-0000-4510-000	\$ 379,000

Environmental Review:

The project is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15301 because it consists of operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use. Therefore, no environmental review is required.

Attachment(s):

1. [Purchase Order for Mobile Modular](#)
2. [Location Map](#)
3. [Quote Summary](#)

Prepared by:

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Reviewed by:

Mike Cave
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Reviewed by:

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Public Works Director/Town Engineer

Approved by:

Jon Davis
Town Manager