



STAFF REPORT

AGENDA NO: 9e

MEETING DATE: December 15, 2025

To: Honorable Mayor and City Council

Date: December 15, 2025

**From: Syed Murtuza, Director of Public Works – (650) 558-7230
Michael Heathcote, Deputy Director of Public Works Operations – (650) 558-7670**

Subject: Adoption of a Resolution Approving the Procurement of One Replacement Water Check Valve, Four Rebuild Kits, and Associated Setup Services for the Trousdale Pump Station from CTi Controltech in a Not-to-Exceed Amount of \$133,256

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution approving the procurement of one new replacement water hydraulic damper check valve (check valve), four rebuild kits, and the associated setup services for the Trousdale Pump Station from CTi Controltech (CTi), in a not-to-exceed amount of \$133,256.

BACKGROUND

The City of Burlingame Public Works Department's Water Division operates and maintains the Trousdale Pump Station, a vital component of the City's potable water distribution system. Constructed in 2009, the station delivers potable water to the Mills Reservoir, the City's second-largest storage facility. Given the heavy use of the pump station's water check valves, City staff conducts ongoing monitoring to ensure their reliability. Recent inspections indicate that one of the existing check valves has reached the end of its service life and requires replacement to maintain optimal performance and ensure uninterrupted operation of the pump station.

Since 2018, the City has relied on Adams Valves, Inc. USA (Adams Valves) for the repair and maintenance of its water check valves. Based in Houston, Texas, Adams Valves is a leading valve manufacturer and a subsidiary of its German parent company. The company does not sell check valves or rebuild kits directly to end users. For more than 11 years, CTi has served as Adams Valves' authorized representative for Northern California and Northwestern Nevada, providing procurement services for new water check valves and rebuild kits.

DISCUSSION

As the sole authorized dealer and distributor for Adams Valves' water check valves, rebuild kits, and related setup services in Northern California, CTi was asked by City staff to provide pricing for one new water check valve, four rebuild kits, and the associated setup support. CTi submitted a

proposal totaling \$133,256 for the replacement valve and rebuild kits, which includes all requested equipment as well as travel costs for their representatives to oversee installation and setup. Staff also recommends that the City Council approve a 15% contingency to accommodate any unforeseen conditions that may arise during installation.

The replacement water check valve has an estimated lead time of approximately one year, while the rebuild kits are expected to arrive within four to five months. To minimize project costs, Water Division staff will complete the removal and installation of the check valves in-house.

FISCAL IMPACT

The below table provides a breakdown of estimated expenditures associated with the procurement and installation of check valve replacement and re-build kits.

Estimated Expenditures	Amount
Procurement of One Water Valve and Setup Services	\$71,656.00
Procurement of Four Rebuild Kits and Setup Services	\$61,600.00
Contingency (15%)	\$19,988.40
TOTAL	\$153,244.40

There are adequate funds available in the FY 2025-26 Public Works Department's Water Division Operations Budget to cover the procurement of a new water check valve, rebuild kits, and associated setup services. Due to the long lead time of the replacement valve, it is expected that the new valve will arrive during FY 2026-27.

Exhibits:

- Resolution
- Letter from Adams Valves, Inc.
- Cost Proposals from CTi Controltech