



4. Contd.

facilities for all the signatory Districts, along with the methodology for determining the proportionate costs for each participating District. District No. 2 also acts as the Administrative District for the Solid Waste System expenses which are managed pursuant to the Solid Waste Management System Agreement, the Los Angeles County Refuse Disposal Trust Fund Agreement, and a series of Joint Powers Agreements. District No. 2 also acts as the Administrative District for Stormwater Management expenses the Districts incur, and are later reimbursed for, in assisting their member cities and unincorporated Los Angeles County address stormwater compliance issues. A listing of Districts’ payments and previously approved budgets can be found on the Districts’ website at [lacs.org/financial-documents](http://lacs.org/financial-documents). This item is consistent with the Districts’ Guiding Principles of commitment to fiscal responsibility and prudent financial stewardship.

	District No. 2	Joint Administration	Technical Support	Joint Outfall System	Solid Waste System	Stormwater
Operations & Maintenance	\$5,708	\$1,153,941	\$5,464,396	\$27,078,877	\$ 9,797,525	<u>\$13,924</u>
Capital Allocated Expenses:		<u>477,235</u>	<u>710,097</u>	24,869,075	1,760,930	
Joint Administration				3,963,518	1,462,341	
Technical Support				<u>3,401,155</u>	<u>227,486</u>	
Total Expenses:	<u>\$5,708</u>	<u>\$1,631,176</u>	<u>\$6,174,493</u>	<u>\$59,312,625</u>	<u>\$13,248,282</u>	<u>\$13,924</u>

**REGULAR AGENDA**

1. Re: Contract with Insituform Technologies, LLC, in Amount of Approximately \$3,885,966, for Construction of [\*Joint Outfall H Unit 9B Trunk Sewer Rehabilitation Phase II\*](#) (Project)

- (a) Report on Bids and Award and Order Executed Contract
- (b) Order Staff to Review Insurance and Surety Bonds for Performance and Payment and, if Sufficient, Order Secretary to Execute Contract Evidencing Approval of Bonds and Insurance

Summary: The Project will consist of rehabilitation of approximately 10,782 feet of existing 25- and 28-inch-diameter corroded concrete pipe and appurtenant structures that were constructed in the 1940s. The work is located within the Cities of La Puente, West Covina and unincorporated area of Los Angeles County as shown on the attached map. The bid summary/recommendation to award is attached. Staff has determined that the Project is exempt or otherwise not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to California Public Resources Code Section 21080(b)(4) and Title 14 of the California Code of Regulations (“CEQA Guidelines”) Section 15301. This item is consistent with the Districts’ Guiding Principles to protect financial and facility assets through prudent investment and maintenance programs; and commitment to operational excellence (protection of public health and the environment, regulatory compliance, and cost effectiveness).

2. Re: Contract with Insituform Technologies, LLC, in Amount of Approximately \$5,289,304, for Construction of [\*District 02 Trunk Sewers Group 1 Rehabilitation\*](#) (Project)

- (a) Report on Bids and Award and Order Executed Contract
- (b) Order Staff to Review Insurance and Surety Bonds for Performance and Payment and, if Sufficient, Order Secretary to Execute Contract Evidencing Approval of Bonds and Insurance

Summary: The Project will consist of rehabilitation of approximately 15,265 feet of 12- to 24-inch-diameter corroded concrete and cracked clay pipe and appurtenant structures that were constructed in the 1950s and 1960s. The work is located within the Cities of Bell Gardens, Commerce, Montebello, and unincorporated Los Angeles County and as shown on the attached map. The bid summary/recommendation to award is attached. Staff has determined that the Project is exempt or otherwise not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to California Public Resources Code Section 21080(b)(4) and Title 14 of the California Code of Regulations (“CEQA Guidelines”) Section 15301. This item is consistent with the Districts’ Guiding Principles to protect financial and facility assets through prudent investment and maintenance programs; and commitment to operational excellence (protection of public health and the environment, regulatory compliance, and cost effectiveness).

3. Report on Bids and Award of Order to *Furnish and Deliver an Air Compressor at the Puente Hills Landfill* (PHLF)

Summary: The gas collection system at the PHLF utilizes a series of pneumatic pumps to clear liquids from numerous gas wells and trenches. The existing air compressors are over 20 years old and have limited parts availability and increased maintenance costs. Procurement and installation of the new compressor, including associated equipment, will be performed by the proposed contractor. The bid summary/recommendation to award is attached. This item is consistent with the Districts' Guiding Principle of commitment to operational excellence (protection of public health and the environment, regulatory compliance, and cost effectiveness).

## 4. Authorize Issuance of Purchase Orders as Follows:

- (a) To Innovative Engineering and Maintenance (Innovative) in Amount of Approximately \$200,000 for On-Call Welding Services at Energy Recovery Facilities (Facilities) for Two-Year Period

Summary: On-call contract welding services are periodically required at Facilities for maintenance repairs such as boiler tube leaks, valve replacements, piping and structural steel repair. Innovative is a qualified contractor selected from a formal bid process in early 2023 and has performed satisfactorily to date. Issuing a purchase order for a two-year period is in the Districts' best interest. Staff has determined that the activities described herein do not constitute a "Project" under the California Environmental Quality Act (CEQA) pursuant to California Public Resource Code Section 21065 and Title 14 of the California Code of Regulations ("CEQA Guidelines") Section 15378. This item is consistent with the Districts' Guiding Principles to protect financial and facility assets through prudent investment and maintenance programs; and commitment to operational excellence (protection of public health and the environment, regulatory compliance, and cost effectiveness).

- (b) To Pryor Learning Solutions in Amount of \$402,300 for up to 1,850 Learning Subscriptions for a Five-Year Period

Summary: This learning investment provides a cost-effective and consistent approach to the Districts' training of employees. The annual subscriptions include unlimited access to over 4,000 courses online and numerous in-person courses. Any required curriculum is determined by managers and supervisors and is administrated by Human Resources. The contract includes two 1-day private group training sessions per year. This item is consistent with the Districts' Guiding Principle of commitment to continual improvement.

- (c) To MDJ Management, Inc., in Amount of Approximately \$589,080 for Renovation of Various Restrooms at A.K. Warren Water Resource Facility (Warren Facility)

Summary: Renovation of the restrooms in the Administration Building and East Laboratory at the Warren Facility are needed to resolve increasing maintenance issues associated with the facilities that have reached the end of their useful life. The restrooms in the Administration Building and the East Laboratory were constructed in the 1970s. The renovations will include replacing water closets and urinals, updating finishes on the walls, floor, ceiling, and showers, and upgrading plumbing and electrical fixtures. Pursuant to authority previously granted by the Board, the project will be completed utilizing the Job Order Contracting Program which relies on pre-established competitively-bid construction tasks that will accelerate project delivery and reduce administration and design costs. Staff has determined that the activities described herein are exempt or otherwise not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to California Public Resources Code Section 21084 and Title 14 of the California Code of Regulations ("CEQA Guidelines") Section 15301. This item is consistent with the Districts' Guiding Principles to protect financial and facility assets through prudent investment and maintenance programs, and commitment to operational excellence (protection of public health and the environment, regulatory compliance; and cost effectiveness).

## 5. Authorize Extension of Purchase Orders to Oracle America, Inc., (Oracle) for Renewal of Software Support Services for Districts' Existing Software for Three-Year Period as Follows:

- (a) Work and Asset Management (WAM) in Amount of Approximately \$483,000

Summary: The Board previously approved a purchase order to Oracle to provide software support services for the WAM system, which is used Districts-wide to manage operational assets. Oracle is the sole licensor of the WAM system and has offered to continue to provide support services for a three-year period at an increase of approximately 5 percent. This item is consistent with the Districts' Guiding Principles to provide reliable and responsible services with safety first; and commitment to fiscal responsibility and prudent financial stewardship.

- (b) E-Business Suite (EBS) in Amount of Approximately \$1,721,000

Summary: The Board previously approved a purchase order to Oracle to provide software support services for the EBS system, which is used Districts-wide to manage human and financial resources.

## 5. Contd.

Oracle is the sole licensor of the EBS system and has offered to continue to provide support services for a three-year period at an increase of approximately 13 percent. This item is consistent with the Districts' Guiding Principles to provide reliable and responsible services with safety first; and commitment to fiscal responsibility and prudent financial stewardship.

## 6. Confirm Issuance of Purchase Orders as Follows:

- (a) To Emcor Services Mesa Energy (Emcor) in Amount of Approximately \$275,000 for Chiller Maintenance Services at Calabasas Gas-to-Energy Facility (Facility)

Summary: The Facility uses three landfill gas cleanup and conditioning systems to prepare raw landfill gas for power generation. Major components of these systems are the chiller skids that cool the landfill gas to remove moisture and heat of compression. Maintenance services are required to keep the chiller systems and the power plant operational. On March 20, 2023, the Districts issued a one-year purchase order (PO) for \$98,925 to Emcor for chiller maintenance services, which was within the Purchasing Agent's authority. Extra work related to an unexpected failure of compressors and an evaporator resulted in exceeding the original PO. The revised PO will be for approximately \$275,000 which includes costs to address the equipment failure and cover 18 months of maintenance. Emcor is the only service provider in the area that can meet the Facility's call out and support requirements. Emcor has provided exceptional service at a reasonable price. Staff has determined that the activities described herein do not constitute a "Project" under the California Environmental Quality Act (CEQA) pursuant to California Public Resources Code Section 21065 and Title 14 of the California Code of Regulations ("CEQA Guidelines") Section 15378. This item is consistent with the Districts' Guiding Principles to protect financial and facility assets through prudent investment and maintenance programs; and commitment to operational excellence (protection of public health and the environment, regulatory compliance, and cost effectiveness).

- (b) To Mladen Buntich Construction Co., Inc., (MBCC) in Amount of Approximately \$300,000 for Emergency Repair of *Joint Outfall Unit 7C Trunk Sewer at MH F 0180*

Summary: On December 7, 2023, during routine maintenance on the Joint Outfall Unit 7C Trunk Sewer, staff discovered severe corrosion of an existing manhole structure which included a hole through the roof slab and shaft near the street surface. Due to the potential risk to the public, it was determined that the repairs needed to be done on an emergency basis. MBCC was selected to perform this emergency repair work due to their qualifications, immediate availability, and their familiarity with this type of sewer repair work. Staff has determined that the activities described herein are exempt or otherwise not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to California Public Resources Code Section 21080(b)(4) and Title 14 of the California Code of Regulations ("CEQA Guidelines") Section 15301. This item is consistent with the Districts' Guiding Principle of commitment to operational excellence (protection of public health and the environment, regulatory compliance, and cost effectiveness).

## 7. Approve Change Orders to Construction Contracts as Follows:

- (a) No. 6 to Contract No. 5411 with Clean Energy for Construction of *Compressed Natural Gas (CNG) Vehicle Fueling Station Design, Build, Operation, Maintenance and CNG Sales Agreement "Joint Water Pollution Control Plant CNG Fueling Station Expansion"* (Project); Resulting in Payment of \$159,588.53 for Extra Work

Summary: As part of the Project, the contractor was required to excavate and prepare the site to install concrete foundations for the new CNG fueling station equipment. During excavation, the contractor encountered abandoned, underground concrete structures that interfered with the work and were not shown on the contract drawings. The contractor was therefore directed to remove and dispose of the interfering portions of the concrete structures and replace it with suitable soil as required to support the concrete foundations. This item is consistent with the Districts' Guiding Principles to protect financial and facility assets through prudent investment and maintenance programs; and commitment to operational excellence (protection of public health and the environment, regulatory compliance, and cost effectiveness).

- (b) Nos. 3 and 4 to Contract No. 5483 with Spiniello Infrastructure West, Inc., for Construction of *Joint Outfall B Unit 1A Trunk Sewer Rehabilitation Phase 2* (Project); Resulting in Total Payment of \$679,360.28 for Extra Work

Summary: As part of the Project, the contractor was required to rehabilitate approximately 6,500 linear feet of existing 144-inch-diameter sewer. During construction, the contractor encountered unspecified debris within the residual flow that resulted in the repeated clogging of the dewatering pumps. As a result, the contractor was directed to supply additional dewatering pumps, provide full-time pump monitoring, and perform additional pump maintenance as required to address the debris encountered. Separately, in preparation for the anticipated increased sewer flows resulting from Hurricane Hillary on August 19-20, 2023, the

## 7. Contd.

contractor was directed to suspend all work on the Project and restore the flow in the 144-inch-diameter sewer to ensure there was adequate capacity in the sewer system to avoid a sewer spill. Following the storm event, the contractor was directed to clean the sewer to resume the work. This item is consistent with the Districts' Guiding Principles to protect financial and facility assets through prudent investment and maintenance programs; and commitment to operational excellence (protection of public health and the environment, regulatory compliance, and cost effectiveness).

- (c) No. 1 to Contract No. 5516 with Sancon Technologies, Inc., for Construction of *Artesia Extension Trunk Sewer Rehabilitation Phase 2* (Project); Resulting in Payment of \$533,364.55 for Extra Work

Summary: As part of the Project, the contractor was required to rehabilitate approximately 160 feet of 39-inch-diameter corroded concrete sewer pipe with a cured-in-place pipe liner system. During construction and prior to rehabilitating this particular section of corroded sewer pipe, a large hole with a void was discovered following inspection after the rainstorms that occurred between January and March 2023. The contractor was therefore directed to reprioritize their work and immediately repair this section of pipe on an emergency basis using alternative liner curing methods. Due to the significant amount of debris that had entered the sewer as a result of the damage, the contractor was also required to modify and extend the flow bypass system in order to accommodate the work. This item is consistent with the Districts' Guiding Principles to protect financial and facility assets through prudent investment and maintenance programs; and commitment to operational excellence (protection of public health and the environment, regulatory compliance, and cost effectiveness).

8. Approve and Order Executed [Engineering Services Agreement](#) with EwingCole in Amount of Approximately \$510,000 for Architectural and Engineering Services for *A.K. Warren Water Resource Facility East Laboratory Building Biosafety Improvements* (Project)

Summary: Architectural and engineering support is required to assist Districts' staff in the design of laboratory biosafety improvements for the Project. Proposals were solicited and received from three engineering firms. EwingCole was ranked as the most qualified engineering firm to provide the required services. EwingCole has extensive experience with design of the improvements being considered and has the expertise and resources to complete the work in the time required. EwingCole submitted a cost-effective proposal and their proposed hourly rates are comparable to the other engineering firms. This item is consistent with the Districts' Guiding Principle of commitment to fiscal responsibility and prudent financial stewardship.

9. Introduce *An Ordinance Prescribing Fee and Charge Rates for Solid Waste Management Activities at the Calabasas Landfill* (CALF) and Waive Reading of Ordinance in its Entirety

Summary: The Districts operates the CALF on behalf of the County of Los Angeles (County) under a Joint Powers Agreement. The Districts operates at cost and is not responsible for shortfalls in revenue. A letter describing the recommended Board action and a copy of the proposed Ordinance accompanies the agenda. The Ordinance would increase the municipal solid and inert waste rate at the CALF from \$60.32 per ton to \$75.40 per ton, effective March 1, 2024. Changes to the rates for hard-to-handle and bulky items, tires, special handling, and pull-offs are also proposed. The proposed rate increases are necessary to offset increasing operational and capital costs. The County has concurred with the increases. This item is consistent with the Districts' Guiding Principles of commitment to fiscal responsibility and prudent financial stewardship; and to plan for both short-term and long-term needs to minimize the need for significant rate increases.

10. Adopt *Resolution of the Board of Directors of County Sanitation District No. 2 of Los Angeles County Declaring Various Properties Owned by the Sanitation Districts To Be Exempt Surplus Land in Calendar Year 2024 in Accordance with Surplus Land Act* (SLA)

Summary: The SLA is intended to stimulate the development of affordable housing and requires the identification of excess publicly-owned land that may be used for this purpose. Accordingly, SLA regulations require local agencies such as the Districts to declare property "surplus land" or "exempt surplus land" prior to lease. Declaring properties exempt surplus land avoids the need to make these properties available to outside entities for development of affordable housing prior to lease since the properties involved are either buffer for the Districts' wastewater and solid waste facilities or are needed for potential future expansion of Districts' facilities. In 2024, the Districts anticipates leasing the properties listed in the attached resolution. Staff consulted with the California Department of Housing and Community Development to prepare the resolution, which includes detailed written findings explaining why each property is exempt surplus land. Staff recommends the Board declare the properties listed in the resolution to be "exempt surplus land" in accordance with the SLA. Staff has determined that approval of the resolution is not a "Project" under the California Environmental Quality Act (CEQA)



## 10. Contd.

pursuant to the California Public Resources Code Section 21065 and Title 14 of the California Code of Regulations (“CEQA Guidelines”) Section 15378. This item is consistent with the Districts’ Guiding Principle of commitment to continual improvement.

## 11. Adopt Purchasing Policy (Policy)

Summary: As part of the continuing effort to ensure the Districts follows best practices as it relates to financial matters, revisions to the Policy are being recommended. The Policy establishes rules for purchase of materials, supplies, equipment, services, and construction projects. Proposed revisions to the Policy clarify several sections and modify the provisions for emergency orders and contracts. In September 2023, the Personnel Committee, comprised of the Chairpersons of all active Districts, unanimously endorsed the proposed revisions, and the revised Policy was adopted by this Board at the November 8, 2023, meeting. Subsequently, in response to concerns raised at the November meetings of the District No. 14 and District No. 20 Boards, staff made further revisions to notification requirements related to emergency actions specified in Section 3.3 to reduce the threshold for Board Chairperson notification and concurrence for actions exceeding \$200,000 for smaller Districts. These changes are included in the attached revised Policy. This item is consistent with the Districts’ Guiding Principles of commitment to fiscal responsibility and prudent financial stewardship; and to plan for both short-term and long-term needs to minimize the need for significant rate increases.

12. CLOSED SESSION – *Conference with Legal Counsel Pursuant to Government Code Section 54956.9(a) – Pending Litigation - Reject Claim by Jorge Campa, Alleging Injuries Sustained from Incident Involving District Vehicle*

Summary: On December 19, 2023, a claim of injuries was received from Jorge Campa alleging he was injured on August 28, 2023, after being struck by a District vehicle. Districts’ staff has investigated the incident, and District Counsel has reviewed the claim and recommends that the claim be rejected. This item is consistent with the Districts’ Guiding Principle of commitment to fiscal responsibility and prudent financial stewardship. *The Chief Engineer and General Manager and District Counsel will meet in closed session to discuss this matter.*

## Adjourn

**Status Report:**

Prior to or during the meeting session, the Chief Engineer and General Manager may update the Directors on various matters concerning the Districts that may be of current interest to the Directors.

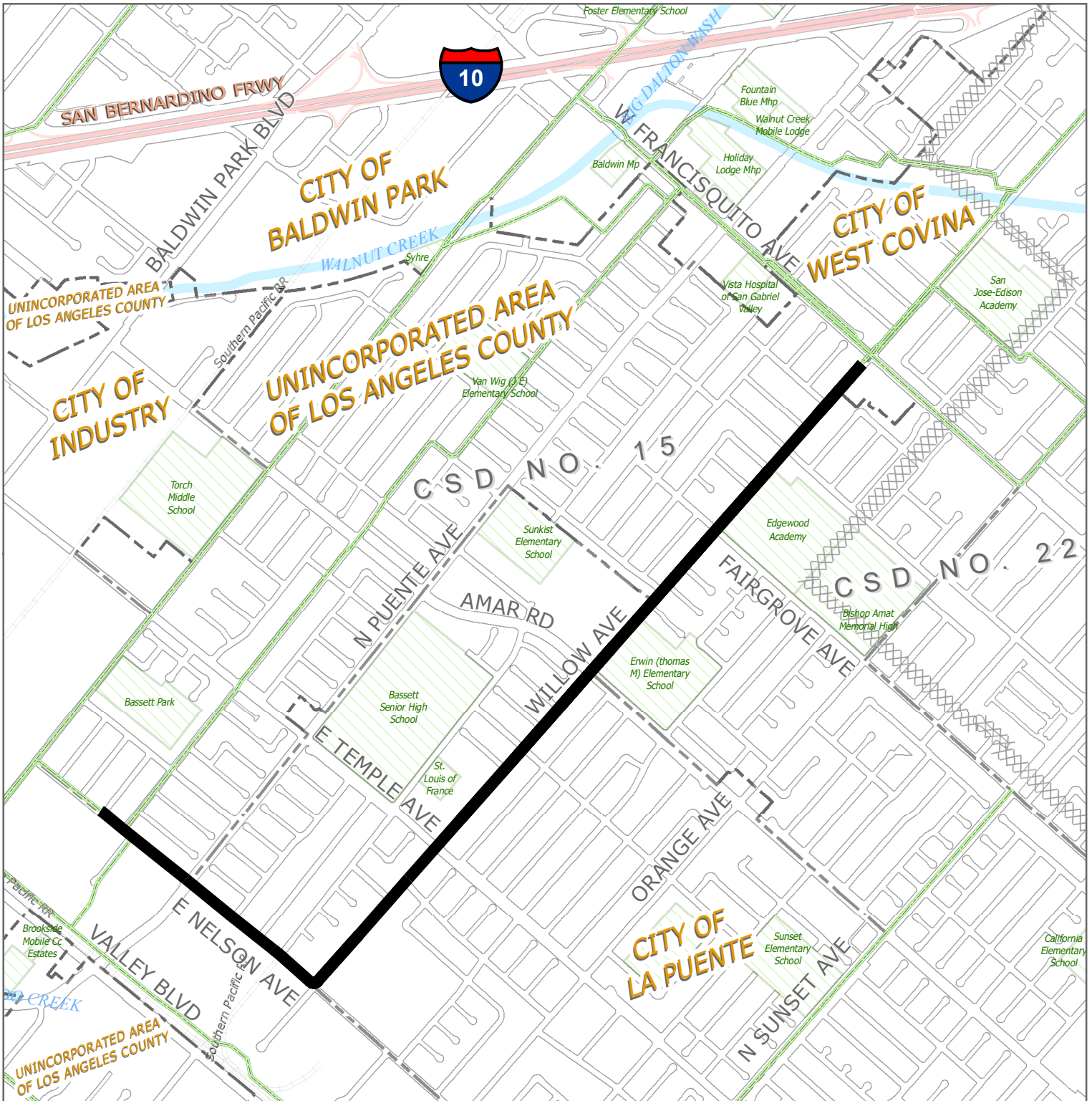
**Public Comment:**

Members of the public may address the Board of Directors on any item shown on the agenda or matter under the Board’s authority. A “Request to Address Board of Directors” form is available. In compliance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Secretary to the Boards’ Office (562) 908-4288, extension 1100. Notification of 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28CFR 35.101 et seq. ADA Title II).

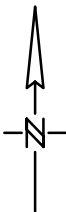
**Document Requests:**

Links to supporting documents are available online at the time of posting. Agendas and supporting documents or other writings that will be distributed to Board members in connection with matters subject to discussion or consideration at this meeting that are not exempt from disclosure under the Public Records Act are available for inspection following the posting of this agenda at the office of the Secretary to the Boards of Directors located at the Districts’ Joint Administration Building, 1955 Workman Mill Road, Whittier, California, 90601, or at the time of the meeting at the address posted on this agenda.

# JOINT OUTFALL H UNIT 9B TRUNK SEWER REHABILITATION PHASE II



PROJECT ROUTE



TO: BOARD OF DIRECTORS OF COUNTY SANITATION  
DISTRICT NO. 2 OF LOS ANGELES COUNTY

RE: AGENDA ITEM NO. R-1(a)

FOR BOARD MEETING January 10, 2024

BIDS were received at the District Office on November 2, 2023

FOR JOINT OUTFALL H – UNIT 9B TRUNK SEWER REHABILITATION PHASE II

No. of Bids Received: 4

<u>BIDDER</u>	<u>TOTAL BID</u>
Insituform Technologies, LLC	\$3,885,966.00
Sancon Technologies, Inc.	\$3,913,263.00
Southwest Pipeline and Trenchless Corp.	\$4,783,714.00
SAK Construction, LLC	\$4,935,910.00

RECOMMENDATION:

Award contract to Insituform Technologies, LLC, low bidder, in the amount of approximately \$3,885,966.00.

Engineer's Estimate: \$4,500,000

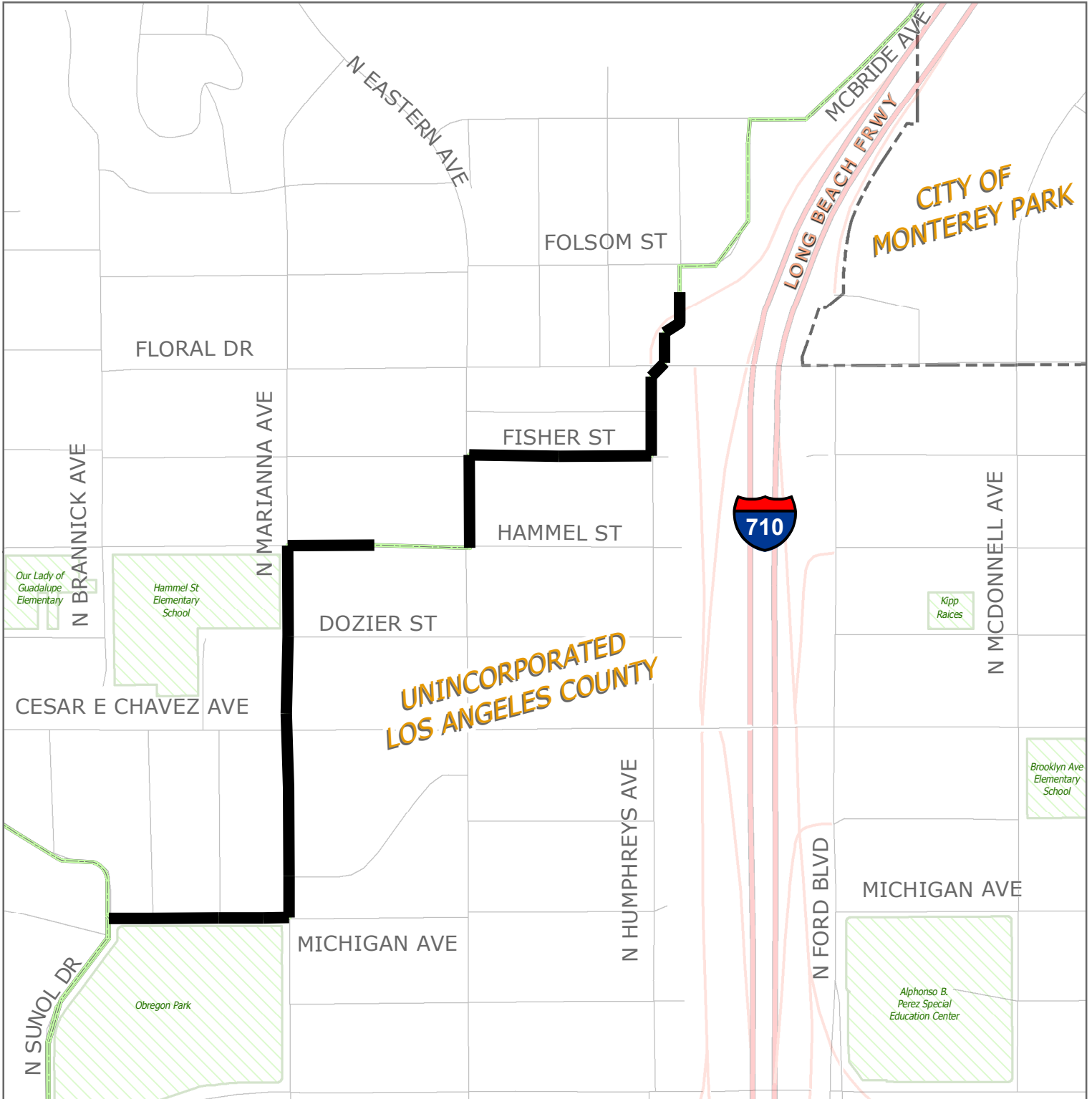


Robert C. Ferrante  
Chief Engineer and  
General Manager



# DISTRICT 2 TRUNK SEWERS GROUP 1 REHABILITATION

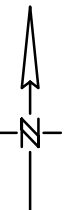
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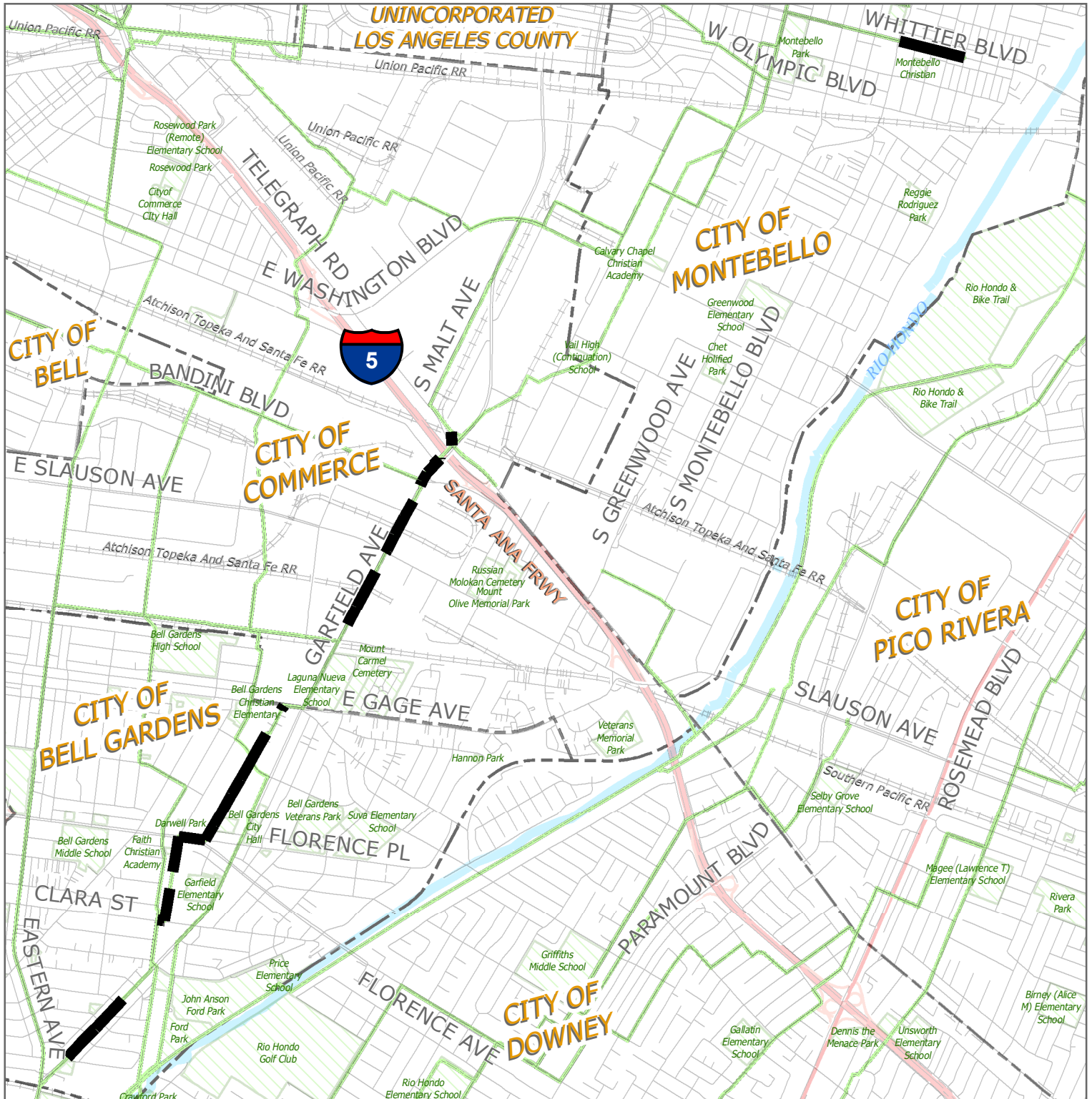
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 PROJECT ROUTE

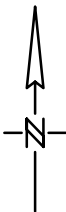
Agenda Item No. 2(a)



# DISTRICT 2 TRUNK SEWERS GROUP 1 REHABILITATION



 PROJECT ROUTE



TO: BOARD OF DIRECTORS OF COUNTY SANITATION  
DISTRICT NO. 2 OF LOS ANGELES COUNTY

RE: AGENDA ITEM NO. R-2(a)

FOR BOARD MEETING January 10, 2024

BIDS were received at the District Office on December 5, 2023

FOR DISTRICT 02 TRUNK SEWERS GROUP 1 REHABILITATION

No. of Bids Received: 1

<u>BIDDER</u>	<u>TOTAL BID</u>
Insituform Technologies, LLC	<u>\$5,289,304.00</u>

RECOMMENDATION:

Award contract to Insituform Technologies, LLC, sole bidder, in the amount of approximately \$5,289,304.00.

Engineer's Estimate: \$5,500,000



Robert C. Ferrante  
Chief Engineer and  
General Manager

TO: BOARD OF DIRECTORS OF COUNTY SANITATION  
DISTRICT NO. 2 OF LOS ANGELES COUNTY

RE: AGENDA ITEM NO. R-3

FOR BOARD MEETING JANUARY 10, 2024

BIDS were received at the District Office on Monday, November 13, 2023 at 3:00 p.m.

FOR FURNISH AND DELIVER AN AIR COMPRESSOR AT THE PUENTE HILLS LANDFILL

No. of Bids Received: 3

<u>BIDDER</u>	<u>TOTAL BID AMOUNT</u>
Haringa Compressor, Inc.*	\$ 91,890.00
Vicon Enterprises	<u>\$175,000.00</u>
Air & Lube Systems, Inc.	\$215,285.00

\*Bidder did not comply with submission requirements; therefore, bidder is deemed non-responsive.

RECOMMENDATION:

Award purchase order to Vicon Enterprises, the lowest, responsive, and responsible bidder, in the amount of approximately \$175,000.00 for furnish and install an air compressor at the Puente Hills Landfill.

Engineer's Estimate: \$107,000.00



Robert C. Ferrante  
Chief Engineer and  
General Manager



**LOS ANGELES COUNTY  
SANITATION DISTRICTS**  
*Converting Waste Into Resources*

**Robert C. Ferrante**  
Chief Engineer and General Manager

1955 Workman Mill Road, Whittier, CA 90601-1400  
Mailing Address: P.O. Box 4998, Whittier, CA 90607-4998  
(562) 699-7411 • www.lacsd.org

January 3, 2024

Board of Directors  
County Sanitation Districts Nos. 1, 2, 3, 5, 8, 15, 16, 17, 18,  
19, 21, 22, 23, 29, and South Bay Cities Sanitation District

Dear Directors:

**Rate Increase for Calabasas Landfill**

The agenda for the January 10, 2024, meeting of the Board of Directors of Sanitation District No. 2 includes an item to consider introducing a new Rate Ordinance (Ordinance) for Calabasas Landfill (Landfill).

The District operates the Landfill on behalf of the County of Los Angeles (County) under a joint powers agreement. The District operates the Landfill at cost and is not responsible for shortfalls in revenue.

The proposed Ordinance would increase the Municipal Solid and Inert Waste rate from \$60.32 per ton to \$75.40 per ton. Changes to the rates for Hard-to-Handle and Bulky Items, Tires, Special Handling, and Pull-Offs, are also proposed. The proposed Ordinance is attached to the agenda. If approved, the new Ordinance would take effect March 1, 2024. The proposed rate increases are necessary to offset increasing operational and capital costs and is the first increase to support operational needs since 2017. The County has concurred with the proposed increase of 25%. A schedule of the current and proposed rates is attached.

Should any Director have questions regarding the new rates, please contact me or Mr. Mark Revilla, Solid Waste Management Department Head, at extension 2415.

Very truly yours,

A handwritten signature in black ink that reads "Robert C. Ferrante". The signature is written in a cursive style.

Robert C. Ferrante

RCF:gc  
Attachment



**CALABASAS LANDFILL  
RECOMMENDED MSW AND RECYCLABLES RATES**

	<b>Current Rate</b>	<b>Rate Effective March 1, 2024</b>
Municipal Solid and Inert Waste (1-ton minimum charge)	\$60.32 per ton	\$75.40 per ton
Hard-to-Handle, Bulky Items (1-ton minimum charge)	\$70.32 per ton	\$90.40 per ton
Uncontaminated Green Waste (green waste mixed with less than one percent [1%] waste material that is not green waste)	\$47.32 per ton	\$69.39 per ton
Acceptable Green Waste (green waste mixed with between one percent [1%] and three percent [3%] waste material that is not green waste)	\$60.32 per ton	\$75.40 per ton
Tires	\$165.56 per ton	\$185.00 per ton
Special Handling	\$70.32 per ton	\$90.40 per ton
Pull-Offs	\$47.75 per load	\$54.40 per load

Notes:

- 1) Uncovered loads capable of producing litter and non-manifested tire loads will be charged \$4.40 per ton or \$4.40 per load surcharge.
- 2) Contaminated Green Waste will be charged the Hard-to-Handle rate.
- 3) All rates include the following state, county and local fees and taxes (fees expressed on a per ton basis do not apply to green waste, clean dirt, asphalt and pull-offs):
  - California Integrated Solid Waste Management Fee: \$1.40 per ton
  - Los Angeles County Solid Waste Management Fee: \$1.50 per ton
  - Los Angeles County Department of Health Services Regulatory Service Fee: \$0.41 per ton
  - Los Angeles County Business License Tax (unincorporated County area only): 10% of gross receipts excluding state and local fees and taxes

**AN ORDINANCE PRESCRIBING FEE AND CHARGE RATES  
FOR SOLID WASTE MANAGEMENT ACTIVITIES  
AT THE CALABASAS LANDFILL**

**THE BOARD OF DIRECTORS OF COUNTY SANITATION DISTRICT NO. 2 OF LOS ANGELES COUNTY ORDAINS AS FOLLOWS:**

**SECTION 1 SHORT TITLE**

This Ordinance shall be known as the *Calabasas Landfill Solid Waste Rate Ordinance*.

**SECTION 2 PURPOSE**

The purpose of this Ordinance is to establish the fee and charge rates prescribed by County Sanitation District No. 2 of Los Angeles County for the Calabasas Landfill, and to provide for customer credit agreements.

**SECTION 3 FEES AND CHARGES**

The following fee and charge rates are hereby prescribed for the Calabasas Landfill, effective March 1, 2024:

Municipal Solid and Inert Waste (1-ton minimum charge)	\$ 75.40	per ton
Hard-to-Handle, Bulky Items (1-ton minimum charge)	\$ 90.40	per ton
Tires	\$ 185.00	per ton
Special Handling	\$ 90.40	per ton
Pull-offs	\$ 54.40	per load

**SECTION 4 UNCOVERED LOADS AND NON-MANIFESTED TIRE LOADS**

A surcharge of \$4.40 per ton, subject to a minimum charge of \$4.40 per load, will be charged with respect to all uncovered loads capable of producing litter.

A surcharge of \$4.40 per ton, subject to a minimum charge of \$4.40 per load, will be charged with respect to all non-manifested tire loads.

**SECTION 5 RECYCLABLE MATERIALS**

5.1 The District's Chief Engineer and General Manager shall have the authority to adjust any fee or charge rate for the acceptance of materials determined to be of benefit to the operation of the facility, or which would promote solid waste management alternatives. These materials may include, but are not restricted to, dirt suitable for cover material; segregated shredded or unshredded organic material suitable for composting, cover material, or recycling; broken asphaltic concrete; various other recyclable materials; and like substances.

5.2 The Chief Engineer shall determine the materials and services that are eligible for a rate adjustment and the amount of the rate adjustment. The Chief Engineer shall make the determination in writing, and it will be made available to members of the public on request.

**SECTION 6 CREDIT AGREEMENTS**

The Chief Engineer may offer credit agreements to solid waste facility customers for payment of fees and charges. The Chief Engineer shall establish and enforce policies for administration of credit agreements, subject to all applicable laws and regulations.

**SECTION 7 COLLECTION OF FEES PURSUANT TO THE PUBLIC RESOURCES CODE**

All fees and charges specified in Section 3 of this Ordinance include an amount necessary to cover fees required pursuant to Sections 48000 through 48008 of the Public Resources Code (imposed by the State of California under Section 48000), Sections 40900 through 41956 of the Public Resources Code (imposed by the County of Los Angeles under Section 41901), and Sections 43200 through 43610.1 of the Public Resources Code (imposed by the County of Los Angeles under Section 43213).

**SECTION 8 COLLECTION OF FEES AND TAXES PURSUANT TO LOS ANGELES COUNTY ORDINANCES**

All fees and charges specified in this Ordinance include an amount necessary to collect fees imposed by local, state, and federal agencies with jurisdiction over the Calabasas Landfill.

**SECTION 9 COLLECTION OF REVISED OR NEW FEES AND TAXES**

The District's Chief Engineer and General Manager shall have the authority to increase or decrease, as appropriate and at any time, any fees and charges specified in Sections 3, 4, or 5 of this Ordinance by an amount estimated to equal any revision in the fees or taxes specified in Sections 7 and 8 of this Ordinance, or by an amount estimated to equal any mandatory new fees or taxes imposed by federal, state, or local government which must be paid by County Sanitation District No. 2 of Los Angeles County as operator of the Calabasas Landfill.

**SECTION 10 SUPERSESSION**

This Ordinance shall supersede any fees or charges relating to the Calabasas Landfill imposed pursuant to the Calabasas Landfill Solid Waste Rate Ordinance adopted July 26, 2023.

**SECTION 11 EFFECTIVE DATE**

This Ordinance shall become effective on March 1, 2024.

ATTEST:

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Clerk of the Board of Directors  
County Sanitation District No. 2  
of Los Angeles County

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Chairperson, Board of Directors  
County Sanitation District No. 2  
of Los Angeles County

PASSED AND ADOPTED by the Board of Directors of County Sanitation District No. 2 of Los Angeles County on \_\_\_\_\_, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Secretary of the Board of Directors  
County Sanitation District No. 2  
of Los Angeles County

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
COUNTY SANITATION DISTRICT NO. 2 OF LOS ANGELES COUNTY  
DECLARING VARIOUS PROPERTIES OWNED BY THE SANITATION DISTRICTS  
TO BE EXEMPT SURPLUS LAND IN CALENDAR YEAR 2024 IN ACCORDANCE  
WITH SURPLUS LAND ACT**

**WHEREAS**, County Sanitation District No. 2 of Los Angeles County (the “**District**”) and 23 other County Sanitation Districts of Los Angeles County, each organized and existing under the provisions of the County Sanitation District Act, California Health and Safety Code Section 4700 *et. seq.*, make up the Los Angeles County Sanitation Districts (“**Sanitation Districts**”); and

**WHEREAS**, the District is empowered to act as the administrative district for the Sanitation Districts, including on matters concerning the management and disposition of real property owned by each individual district; and

**WHEREAS**, pursuant to the California Surplus Land Act, codified at California Government Code Sections 54220 *et seq.* (the “**Act**”), local agencies such as the Sanitation Districts must declare any real property they own as either “Surplus Land” or “Exempt Surplus Land” prior to any disposition, including certain leasing or options to lease transactions, of the property; and

**WHEREAS**, exempt surplus land, pursuant to the Act, includes property that is necessary for use by the Sanitation Districts as buffer property near sensitive governmental uses including, but not limited to, wastewater treatment plants, solid waste management facilities, and other similar uses; and

**WHEREAS**, the Sanitation Districts are empowered to lease property declared as exempt surplus land if the planned lease and use of the property furthers the express purpose of the agency work or operations; and

**WHEREAS**, the Sanitation Districts are empowered to lease property declared as exempt surplus land to other governmental agencies for those agencies’ use; and

**WHEREAS**, all the prospective leases covered by this Resolution are subject to separate review and consideration by the District and are not considered final or approved unless or until the Board of Directors of the Sanitation District that holds fee title to the property to be leased is presented with a separate hearing item for the lease that includes review, evaluation and clearances under all applicable Sanitation Districts’ policies, procedures and the requirements of all applicable laws including, without limitation, the California Environmental Quality Act; and

**WHEREAS**, the Sanitation Districts are the owners of Los Angeles County Assessor Parcel Numbers 7406-026-916, 7406-026-917, 7406-026-918, and 7406-026-921 located at 24721 S. Main Street in Carson, California, and commonly referred to as the former Fletcher Oil and Refining Company property (the “**FORCO Site**”). The FORCO Site meets the definition of “agency’s use” as that term is defined in California Government Code Sections 54221(c)(1) and (f)(1)(K) because the Sanitation Districts use the property as a buffer site for ongoing operations at the Sanitation Districts’ A.K. Warren Water Resource Facility (the “**WWRF**”) (formerly known as the Joint Water Pollution Control Plant), a publicly-owned wastewater treatment plant located



immediately adjacent to the FORCO Site. In addition, pursuant to California Government Code Section 54221(c)(2)(B)(i) the Sanitation Districts are preparing a lease for the FORCO Site with The Metropolitan Water District of Southern California for industrial uses and activities including, without limitation, construction and operation of an advanced water treatment facility to further purify the effluent produced by the WWRF; and

**WHEREAS**, the Sanitation Districts are the owners of Los Angeles County Assessor Parcel Number 8125-025-922 located at 13130 Crossroads Parkway South, City of Industry, California, and commonly referred to as the Nike Hill communications tower farm site (the “**Communications Tower Site**”). The Communications Tower Site contains various communication towers and related infrastructure, owned and operated by private companies or public agencies, and is located within what was, at one time, the largest operating landfill in the United States known as the Puente Hills Landfill (the “**PHLF**”). The PHLF closed in 2013. The Communications Tower Site meets the definition of “agency’s use” as that term is defined in California Government Code Sections 54221(c)(1), 54221(c)(2)(B)(i) and 54221(f)(1)(K) because the Communications Tower Site acts as a buffer to the ongoing post-closure operations at the PHLF and leasing portions of the Communications Tower Site to various operators of communications towers directly furthers the express purposes of the Sanitation Districts work and operations because the lease generates revenue to fund the Sanitation Districts ongoing post-closure maintenance costs of the PHLF; and

**WHEREAS**, the Sanitation Districts are the owners of Los Angeles County Assessor Parcel Numbers 8125-021-942, 8125-021-943, 8125-022-901, 8125-023-901, 8125-023-902, and 8125-025-922 located at 13130 Crossroads Parkway South, City of Industry, California. This is the entirety of the “**PHLF Site**” which originally opened in 1957 and operated continuously until it was closed in October 2013. Pursuant to the Conditional Use Permits issued by the County of Los Angeles for the PHLF, portions of the PHLF Site must be made available to the County of Los Angeles for use as a public park. The PHLF Site meets the definition of “exempt surplus land” as that term is defined in California Government Code Section 54221(f)(1)(D) as the Sanitation Districts are party to a Joint Powers Agreement with the County of Los Angeles for the future construction and operation of a public park and recreational facility at the PHLF Site for area residents; and

**WHEREAS**, the Sanitation Districts are the owners of Los Angeles County Assessor Parcel Number 8125-021-942, which is part of the PHLF Site and contains the Puente Hills Gas-to-Energy Facility (the “**PHLF Gas Facility Site**”). The PHLF Gas Facility Site meets the definition of “agency’s use” as that term is defined in California Government Code Sections 54221(c)(1), 54221(c)(2)(B)(i) and 54221(f)(1)(K) because leasing a portion of the site to a third party for the purpose of harvesting and beneficially using the biogas produced at the PHLF Site will generate revenue to support the operation and maintenance of the Sanitation Districts’ solid waste management facilities; and

**WHEREAS**, the Sanitation Districts are the owners of Los Angeles County Assessor Parcel Numbers 6232-016-902 and 6232-016-906 located at 9530 Garfield Avenue, South Gate, California, and commonly referred to as the South Gate Transfer Station (the “**SGTS Site**”). The SGTS Site meets the definition of “agency’s use” as that term is defined in California Government Code Sections 54221(c)(1), 54221(c)(2)(B)(i) and 54221(f)(1)(K) because leasing a portion of the site to a third party will generate revenue to support the operation and maintenance of the Sanitation Districts’ solid waste management facilities; and

**WHEREAS**, the Sanitation Districts are the owners of Los Angeles County Assessor Parcel Number 3116-007-900, located at 1865 W. Avenue D, Lancaster, California, which is part of the Lancaster Water Reclamation Plant (the “**Lancaster WRP Site**”). The Lancaster WRP Site meets the definition of “agency’s use” as that term is defined in California Government Code Sections 54221(c)(1), 54221(c)(2)(B)(i) and 54221(f)(1)(K) because leasing a portion of the site to a third party will generate revenue to support the operation and maintenance of the Sanitation Districts’ wastewater management facilities; and

**WHEREAS**, the Sanitation Districts are the owners of Los Angeles County Assessor Parcel Numbers 3022-007-900 and 3025-024-900, located at 39300 30<sup>th</sup> Street East and 40500 40<sup>th</sup> Street East, respectively, Palmdale, California, which comprise the Palmdale Water Reclamation Plant (the “**Palmdale WRP Site**”). The Palmdale WRP Site meets the definition of “agency’s use” as that term is defined in California Government Code Sections 54221(c)(1), 54221(c)(2)(B)(i) and 54221(f)(1)(K) because leasing a portion of the site to a third party will generate revenue to support the operation and maintenance of the Sanitation Districts’ wastewater management facilities; and

**WHEREAS**, the Sanitation Districts, during calendar year 2024, anticipate negotiating leases affecting the FORCO Site, the Communications Tower Site, the PHLF Site, the PHLF Gas Facility Site, the SGTS Site, the Lancaster WRP Site, and the Palmdale WRP Site (collectively, the “**Properties**”) as more fully described in this Resolution. Each of the leases will continue to further the purposes of the Sanitation Districts work and operations for the reasons stated in this Resolution; and

**WHEREAS**, the District’s Board of Directors has reviewed this Resolution and now desires to declare the Properties as “Exempt Surplus Land” as that term is defined in California Government Code Sections 54221(f)(1)(D) and 54221(f)(1)(K) based on the findings and justifications contained in this Resolution.

**NOW, THEREFORE**, the District’s Board of Directors finds and resolved as follows:

**SECTION 1.** The above recitals are true, correct and are specifically incorporated in and made a substantive part of this Resolution.

**SECTION 2.** The District’s Board of Directors hereby declares that the Properties are all “Exempt Surplus Land” in accordance with the terms, requirements, and provisions of the Act, and based on the findings contained in this Resolution for each of the properties. If the Sanitation Districts elect to dispose of, by lease, additional properties not included in this Resolution, the Sanitation Districts will, in advance of any contemplated transactions, consider and vote on a subsequent resolution that includes the requisite property specific findings in conformance and compliance with the terms, requirements and provisions of the Act.

**SECTION 3.** The Secretary of the Board of Directors is hereby directed to send a copy of this Resolution to the California Department of Housing and Community Development in accordance with the requirements of Section 400(e) of the Surplus Land Act Guidelines, dated April 2021 and the Guide to Exemptions from the Standard Surplus Land Act Process for Local Agencies issued by the California Department of Housing and Community Development dated July 2022.

**SECTION 4.** This Resolution has been reviewed in accordance with the requirements of the California Environmental Quality Act (California Public Resources Code Section 21000 *et seq.* and Title 14 of the California Code of Regulations Section 15000 *et seq.*) (“**CEQA**” and the “**CEQA Guidelines**,” respectively). The District’s staff have determined that the designation of the Properties as “Exempt Surplus Land” does not have the potential for causing a significant effect on the environment and is, therefore, exempt from review under CEQA Section 21080 and CEQA Guidelines Section 15060(c)(3) because it is not a project as defined in CEQA Section 21065 and CEQA Guidelines Section 15378. Moreover, adoption of this Resolution does not have the potential to result in either a direct physical change or a reasonably foreseeable indirect physical change to the environment. If and when the Properties are leased for use by prospective tenants, and if the prospective tenants propose a use for the property that requires the issuance of a discretionary permit from an agency with land use authority and control over the property, that future use, and the associated discretionary permit(s) will be reviewed and analyzed in accordance with the requirements of CEQA and the CEQA Guidelines.

**SECTION 5.** The officers and staff of the District are hereby authorized, jointly and severally, to do all things which they may deem necessary and proper to effectuate the purposes of this Resolution, and any such actions previously taken are hereby ratified and confirmed.

*[signatures appear on following page]*

**PASSED AND ADOPTED** by the Board of Directors of County Sanitation District No. 2 of Los Angeles County at its meeting on January 10, 2024.

**AYES:** \_\_\_\_\_

**NOES:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

By: \_\_\_\_\_  
Chairperson, Board of Directors

**ATTEST:**

By: \_\_\_\_\_  
Secretary to the Board



**LOS ANGELES COUNTY  
SANITATION DISTRICTS**  
*Converting Waste Into Resources*

**Robert C. Ferrante**  
Chief Engineer and General Manager

1955 Workman Mill Road, Whittier, CA 90601-1400  
Mailing Address: P.O. Box 4998, Whittier, CA 90607-4998  
(562) 699-7411 • www.lacsd.org

## **PURCHASING POLICY**

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Rules, Regulations, and Policies for the Purchase  
or Lease of Materials, Supplies, Equipment,  
Services, and Construction Projects, and for the  
Sale and Disposition of Districts' Property

### **Proposed 2023 Revisions for Consideration by Boards**

*For clarity only substantive changes are shown; formatting and other minor edits are not shown.*



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**RULES, REGULATIONS AND POLICIES FOR THE PURCHASE OR LEASE OF  
MATERIALS, SUPPLIES, EQUIPMENT, SERVICES, AND CONSTRUCTION PROJECTS  
AND FOR THE SALE AND DISPOSITION OF DISTRICTS' PROPERTY**

**SECTION 1. GENERAL**

- 1.1 The County Sanitation Districts of Los Angeles County ("Districts" or individually "District") are special districts organized and operating pursuant to the County Sanitation District Act, California Health and Safety Code, Sections 4700, et seq.
- 1.2 Health and Safety Code section 4763 provides that all powers of the District shall be exercised by the District Board unless otherwise specified. Pursuant to Health and Safety Code section 4840, each of the Districts has found and declared by resolution that it is for the interest or advantage of the Districts to enter into an agreement for the maintenance of a centralized and joint administrative organization to carry out the purposes there set forth, which powers include:
  - a. To purchase or lease personal property, including materials, equipment, supplies and services that are necessary or convenient for the construction, maintenance, and operation of their sewerage and refuse transfer and disposal systems (Health and Safety Code 4740), and
  - b. To sell or dispose of interests in property that are no longer required for District purposes (Health and Safety Code sections 4743), and
  - c. To sell or dispose of by-products from the operation of their sewerage and refuse transfer and disposal systems (Health and Safety Code section 4743).
- 1.3 Each District hereby confirms said action by approving this Policy by resolution.
- 1.4 The Purchasing Agent is its Chief Engineer and General Manager or his or her designee.
- 1.5 The Board of Directors hereby delegates to the Purchasing Agent the authority set forth in the following rules, regulations, and policies, which shall be known as the Districts' Purchasing Policy (Policy) and shall, among other things, constitute the policies and procedures, including bidding regulations to advertise and receive bids in accordance with all applicable statutes and regulations, required by Government Code Sections 54201, et seq.
- 1.6 The Purchasing Agent shall develop detailed procedures as needed to implement the requirements of this Policy.
- 1.7 As the administrative District, as described in the Amended Joint Administration Agreement, District No. 2 is authorized to issue purchase orders or enter into contracts on behalf of each of the other Districts. When Board approval is required by this Policy, the Board of District No. 2 shall approve, execute, or authorize purchases, agreements leases, contracts, etc., that involve joint or shared costs. The Purchasing Agent may seek concurrence from other Districts' Boards for such actions.

- 1.8 The Districts are subject to the requirements of the California Uniform Public Construction Cost Accounting Act (“CUPCCAA”) Public Contract Code § § 22000 – 22045 and this Policy sets forth purchasing procedures consistent with CUPCCAA.
- 1.9 The Districts have adopted Job Order Contracting (JOC), indefinite delivery, indefinite quantity, alternative delivery method under the provisions of the Joint Powers Agreement with Sourcewell adopted May 27, 2020. JOC is to be utilized for projects that do not require detailed engineering design and when the Purchasing Agent determines JOC is the most cost-effective method for completing the project.
- 1.10 This Policy is not intended to describe every requirement of laws and regulations that govern Districts’ purchases and therefore additional requirements, processes and limits may apply. In the event of a conflict between this Policy and any law, regulation, or other agreement, the more stringent provisions shall prevail.

**SECTION 2. PROCEDURES FOR PURCHASE OR LEASE OF MATERIALS, SUPPLIES, EQUIPMENT, SERVICES, AND CONSTRUCTION PROJECTS**

- 2.1 Board approval shall be obtained before any purchase order is issued or, contract is executed, or change order or extra work claim is granted that has a value of greater than \$100,000 regardless of the method of solicitation or whether it falls under CUPCCAA, except as allowed under Section 2.11. The Purchasing Agent is authorized to take necessary actions to issue or execute purchase orders, contracts, change orders or extra work claims with a value of \$100,000 or less.
- 2.2 Board approval to solicit or reject bids or proposals shall be obtained for all significant projects and purchases as determined by the Purchasing Agent or when required by law.
- 2.3 The following limits govern solicitation of bids or proposals not falling under CUPCCAA:
  - a. \$5,000 or Less The Purchasing Agent may make purchases or leases in accordance with procedures that the Purchasing Agent deems appropriate.
  - b. More than \$5,000 up to \$50,000 The Purchasing Agent shall solicit bids or proposals from a minimum of three vendors, if available.
  - c. More than \$50,000 The Purchasing Agent shall solicit bids or proposals by formal invitation with a thoroughly documented scope and terms. All such solicitations shall be posted on the Districts’ web site.
- 2.4 For Projects that are procured pursuant to CUPCCAA, the following limits apply as required in Public Contract Code 22032:
  - a. \$60,000 or Less The Purchasing Agent shall solicit informal quotes or perform with District’s own workforces (“Force Account”).
  - b. More than \$60,000 up to \$200,000 The Purchasing Agent shall let to contract by the informal procedures set forth in CUPCCAA.

- c. More than \$200,000 The Purchasing Agent shall let to contract by formal bidding procedures that comply with the requirements of the Public Contract Code.
- 2.5 The Purchasing Agent need not comply with the solicitation requirements of sections 2-3 when the Purchasing Agent determines that any of the following reasons or circumstances exist:
- a. An emergency condition as described in section 3 of this Policy.
  - b. Construction or repair completion dates cannot be met, and delays will lead to costs that exceed possible savings from following the bid requirements.
  - c. Patented, licensed, or proprietary materials or services are required.
  - d. Compatibility with existing equipment is necessary.
  - e. Single-Source Procurement – Prior experience has proven that a particular-make or type of equipment, material, supply, service is more satisfactory or economical from one supplier than any other available product or service from other suppliers.
  - f. Sole Source Procurement – Equipment, material, supply, or service is only available from one source.
  - g. Piggybacking – The procurement is available at pricing established by and available through an existing governmental purchasing cooperative or a City, County, State, or Federal contract.
- 2.6 The following may be purchased by means of a Purchase Order:
- a. Purchases of materials, supplies, equipment, and services of any dollar value.
  - b. Projects procured using the procedures set forth in CUPCAA and JOC.
- 2.7 The following shall be procured by a contract:
- a. Whenever a contract is needed to clarify or supplement the terms and conditions and related documents associated with a purchase order.
  - b. When required by any law or regulation.
- 2.8 A request for proposals may be issued when the purchase involves one or more of the following: significant unknown conditions or scope; evaluation of the providers' abilities; selection factors other than price; or it is required or allowed by law.
- 2.9 All dollar limits in this policy are exclusive of taxes and delivery fees.
- 2.10 Projects, purchases, and contracts shall not be split or separated for purposes of evading the dollar limits given in this Policy or mandated by law. For recurring orders, blanket orders, or multi-year orders, the dollar limits in this Policy are to be applied considering the annual estimated purchases.

2.11 When the purchase of materials, supplies, equipment, or services, including maintenance and public works projects, has previously been authorized by the Board of Directors, the Purchasing Agent may, during the term of the original authorization, purchase additional ~~quantities of such~~ materials, supplies, equipment, or services, including maintenance and public works projects, under the same terms as the board-approved order, without Board approval as follows:

- If the change is for additional quantities under the same terms, up to 25% of the original amount authorized by the Board regardless of dollar value.
- If the change is under substantially the same terms and within the general scope of the original order, up to 25% of the original amount authorized by the Board regardless of dollar value.
- If the change order involves work outside of the original scope or under different terms of the original order, up to \$100,000 regardless of percentage. ~~up to 25 percent of the cost originally authorized without additional Board approval, not to exceed \$100,000.~~
- ~~Thereafter, if exceeding 25 percent of the original cost of \$100,000 or greater, Board approval is required.~~

2.112.12 The law requires that private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management services shall be selected based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The Purchasing Agent shall comply with the requirements of Government Code Section 4525 et seq. When in the best interest of the Districts, such services shall be obtained by issuing a request for competitive proposals utilizing a two-envelope process (one for qualifications and one for costs) in accordance with the procedures described in Government Code Section 4527 and 4528.

2.122.13 The Purchasing Agent may purchase used equipment without following the bid procedures in this Policy and without prior authorization by the Board of Directors if savings can be realized only by making such purchase before the next regular meeting of the District Board of Directors. Any such purchase in excess of \$100,000 shall be reported to the Board of Directors at its next regular meeting.

2.132.14 The Purchasing Agent is authorized to participate in research studies or programs with other public, private, or academic organizations, or become a member of an organization, if the resulting research or membership has the potential to benefit District facilities or services or otherwise further a statutory purpose of the District, and the District's contribution will not exceed \$100,000 per year, without approval by the Board of Directors.

2.142.15 The Purchasing Agent is authorized to arrange for utility services as required for operation of District facilities, including executing agreements and contracts as required to obtain utility services without Board approval.

2.152.16 The Purchasing Agent is authorized to execute service agreements and similar agreements related to software, internet, and other information services purchases without obtaining Board approval beyond the purchasing approvals otherwise required in the Policy.



~~2.162.17~~ The Purchasing Agent is authorized to purchase dirt, used asphalt, and other similar materials for solid waste site operations at rates determined necessary and appropriate (including at no charge when appropriate) to provide materials in quantities required without Board approval.

### SECTION 3. EMERGENCY AUTHORITY

3.1 Pursuant to Public Contract Code, Section ~~110222050~~, The Purchasing Agent shall have the authority to take immediate action, including the expenditure of District funds, to repair, restore, replace, or protect District facilities, or to prevent or correct damage caused by District operations, for protection of public health, safety, property, or the environment, without prior authorization of the Board of Directors upon his or her finding that:

- a. It is necessary to repair, restore, replace, or protect District facilities or prevent or correct damage caused by District operations for protection of public health, safety, property, or the environment;
- b. It is infeasible to secure prior authorization of the Board of Directors or to contract for such work in accordance with formal competitive bidding procedures.

~~3.2 The amount of expenditures authorized by section 3-1 is unlimited, except that the Purchasing Agent shall not incur an indebtedness that is anticipated to exceed \$100,000 without the concurrence of the Chairperson of the Board of Directors, or, in his or her absence, the concurrence of any other Board member. If the Purchasing Agent, after reasonable effort under the circumstances, is unable to contact the Chairperson or other board member, the Purchasing Agent is authorized to take immediate action without the prior concurrence of the Chairperson or other Board member.~~

~~3.3 The Purchasing Agent shall report any action taken pursuant to section 3-1 and that exceeds \$5100,000 to the Board of Directors at its next regular board meeting.~~

3.2 The Purchasing Agent shall have the authority to issue a purchase order or execute a contract agreement that would normally require prior Board authorization if any delays to the issuance of the purchase order would result in significant economic losses, such as downtime at an energy or commodity-producing facility or delays to other contractors or District forces or when there are tangible benefits to the Districts such as associated with project staging costs and/or minimizing project impacts to surrounding communities. When possible, the order shall be issued to a vendor who has previously been awarded similar work because of a formal bid process. An analysis of the economic and any other factors justifying the issuance of the purchase order shall be documented. ~~Action confirming the issuance of the purchase order shall be obtained from the Board of Directors at its next regular board meeting.~~

3.3 The Purchasing Agent is authorized to take immediate action under the provisions of 3.1 and 3.2 when necessary. For any action under the provisions of 3.1 or 3.2 that, for Joint Outfall or Solid Waste Operations, exceeds \$500,000 in cost or \$200,000 in cost for all other operations, the Purchasing Agent shall (i) notify and seek concurrence from the chairperson of the Board of Directors as soon as practicable; and (ii) report any such action to the Board of Directors at its next board meeting. In addition, the Purchasing Agent shall obtain confirming approval from the Board of Directors for any action that exceeds \$100,000 after the contract or order details, including costs, are finalized.

#### **SECTION 4. BIDDING REGULATIONS**

- 4.1 The Purchasing Agent shall establish bidding procedures that are in the best interest of the Districts, and that comply with all applicable provisions of law and this Purchasing Policy and the specific requirements of this Section.
- 4.2 As used in this Section, the word “bid” shall include any offer to provide materials, equipment, supplies and services, including maintenance and public works projects, to the Districts.
- 4.3 Procurements shall be awarded to the lowest responsive, responsible bidder.
- 4.4 The Purchasing Agent shall have the right to reject all bids, to accept one part of a bid and reject another in accordance with bid specifications, to waive technical defects, and to consider alternate bids if to do so best serves the interests of the Districts.
- 4.5 All bids submitted to the Districts that do not substantially comply with the instructions for bidding or that contain unauthorized conditions, limitations, or provisions, or that substitute items shall be deemed non-responsive and may be rejected by the Purchasing Agent. The Purchasing Agent may waive minor errors, omissions, or irregularities and accept bids if the error, omission, or irregularity does not affect the award or provide any other advantage to the bidder.
- 4.6 In the event of a discrepancy, the bid price shown for the unit price or for a lump sum item shall take precedence over the bid price shown for the total.
- 4.7 Any bids received after a bid date and time will not be considered.
- 4.8 Contractors must supply such bidders’ security, payment bonds, or performance bonds required by law or District specifications. The Purchasing Agent shall establish reasonable minimum requirements for bonds and surety companies.
- 4.9 All bids shall remain confidential until the time for bid opening. All responses to Requests for Proposals shall remain confidential until a contract or purchase order has been awarded.
- 4.10 All methods of procurement, including bids, requests for quotations, requests for proposals, etc., must be conducted in a manner that is fair and transparent.
- 4.11 The Purchasing Agent shall maintain written records of all purchasing activity as required by law or the District’s document retention practices or policy. Electronic records, including but not limited to scanned documents, emails, and purchasing data in the District’s accounting and asset management systems, shall be considered adequate written records for this purpose.

#### **SECTION 5. DISPOSITION OF DISTRICT PROPERTY**

- 5.1 The Purchasing Agent shall sell or dispose of property that is no longer required for District purposes in such manner and for such consideration as the Purchasing Agent determines will best benefit the District. Property having a combined current value of \$100,000 or greater, shall not be sold or disposed of without prior authorization of the District’s Board of Directors.

- 5.2 The Purchasing Agent may exchange used District property in connection with a purchase of materials, supplies, or equipment, subject to the limitations in this section.
- 5.3 Disposition of all real property, regardless of value, requires Board approval.

## **SECTION 6. OUTREACH PROGRAM**

### **6.1 Policy Statement**

- a. The Districts reaffirm a commitment to cost efficiency, fair and open public processes, and equal opportunity for purchasing and contracting.
- b. The Districts support and encourage participation by businesses owned and controlled by minorities (“MBE”), women (“WBE”), disabled veterans (“DVBE”), disadvantaged (“DBE”), small business enterprises (“SBE”), and other disadvantaged businesses and historically underutilized businesses (“HUB”).
- c. Therefore, the Districts have adopted the following Outreach Program (“Program”):

### **6.2 The Program**

- a. **Public Works Contracts:** Districts’ staff shall encourage participation by all members of the community including MBE/WBE/DVBE/DBE/SBE businesses in the process of bidding for public works contracts as defined by Section 1101 of the California Public Contract Code by means of an outreach program.
- b. **Purchases of Materials, Supplies, Equipment or Services:** Districts’ staff shall periodically review purchases of materials, supplies, equipment, or services for possible participation by MBE/WBE/DVBE/DBE/SBE businesses. Districts’ staff shall determine the availability of MBE/WBE/DVBE/DBE/SBE businesses in the applicable trade or industry and will notify them of contract opportunities.
- c. **Federal and State Projects:** Projects that are funded in whole or in part by the federal and/or state government shall be administered according to requirements of the respective state and/or federal programs.

6.3 The Program shall not apply to contracts let pursuant to emergency authority delegated to the Purchasing Agent as provided for elsewhere in this Policy.

### **6.4 Certification**

- a. MBE/WBE/DVBE/DBE/SBE businesses shall have been certified as such by one or more of the following agencies: the City of Los Angeles, Department of Public Works; WMBE Clearinghouse, Los Angeles, California (California Public Utilities Commission); California Department of Transportation (CalTrans); Los Angeles County Metropolitan Transportation Authority (MTA); County of Los Angeles, Consumer and Business Affairs, Office of Small Business; or such other agencies deemed authoritative by the Purchasing Agent. Certifications from other agencies may be accepted on a case-by-case basis.

- b. The Purchasing Agent shall accept small businesses certified as such under the Federal Government's Small Business Administration 8(a) program and the State of California's Office of Small and Minority Businesses.
- 6.5 All businesses that have been certified in accordance with the procedures set forth above shall be placed in a database that categorizes them according to type of industry, trade, or commodity.
- 6.6 Districts' Goals and Reporting
- a. To encourage participation, an aspirational goal of 20% of Purchase Orders issued to MBE/WBE/DVBE/DBE/SBE businesses has been established for the Program. The goal will be communicated to prospective bidders in the specifications for each project.
  - b. Contractors awarded projects of \$100,000 and greater in value will be required to report levels of participation by MBE/WBE/DVBE/DBE/SBE suppliers and subcontractors. The information will be used by the Districts for statistical purposes.
  - b-c. Progress toward meeting the goals in this section shall be reported to the Board once per year.
- 6.7 The following methods shall be utilized by Districts' staff as appropriate to increase awareness of opportunities for MBE/WBE/DVBE/DBE/SBE business participation in contracting opportunities:
- a. Participate in working groups with other local agencies, such as OneLA Regional Collaborative.
  - b. Maintain a database that contains pertinent information on various certified MBE/WBE/DVBE/DBE/SBE firms, including the type of trade or industry in which the business is engaged.
  - c. Actively participate in business fairs sponsored by various city and county agencies, as well as MBE/WBE/DVBE/DBE/SBE business associations.
  - d. Notify contractor associations regarding bidding opportunities.
  - e. Place notices in local newspapers and trade journals regarding upcoming projects.
- 6.8 Efforts shall be made to eliminate or minimize requirements that have the potential to discourage or prevent disadvantaged businesses from participating in bids including:
- a. Insurance requirements shall not be more than what would be appropriate for the risk associated with the scope of work.
  - b. Bonds, licenses, experience requirements, etc. shall not be more than what is required by law or what is needed to ensure the quality of the work and the qualifications of the vendor.
  - c. When it will not unduly impact the Districts ability to operate efficiently, the scope of work associated with each bid or proposal solicitation shall be structured to maximize opportunities for vendors that have limited size or capabilities.

## SECTION 7. ADMINISTRATIVE AND BUSINESS TRANSACTIONS

- 7.1 The Purchasing Agent is authorized to procure and pay for required regulatory fees, permit fees, taxes, etc. for payments to government agencies without Board approval.
- 7.2 The Purchasing Agent is authorized to procure and pay for legally required newspaper notices without board approval.
- 7.3 The Purchasing Agent is authorized to procure temporary property rights, that do not exceed \$100,000, necessary to accommodate construction of Districts' projects without approval by the Board of Directors.
- 7.4 The Purchasing Agent ~~or his or her designee~~ is authorized to settle and reject claims against the Districts not to exceed \$100,000.
- 7.5 The Purchasing Agent is authorized to issue Purchase Orders and enter into Contracts greater than \$100,000 without board approval, if the next board meeting is not expected to take place for more 30 days, and delay of the order or contract until the next board meeting would result in significant economic losses, regulatory issues, or delays to critical work. The Purchasing Agent shall request approval at the next meeting of the Board of Directors, not to exceed 90 days from the date the purchase order or contract was issued.

7.57.6 The Board authorizes the Purchasing Agent to designate staff, as he or she determines is appropriate, to carry out the actions authorized in this Policy.

## SECTION 8. PURCHASING POLICY ADOPTION

This Policy will become effective after approval by all of the Districts Boards and supersedes the Purchasing Policy for each individual District. This Policy will be reviewed on an annual basis and any modifications must be approved by the Boards. After each review, the matter will be referred to the Personnel Committee (comprised of the Chairpersons of the Board of Directors of each active County Sanitation District of Los Angeles County) for its consideration.