

Notice and Agenda

SPECIAL MEETING — BOARD OF DIRECTORS — COUNTY SANITATION DISTRICT NO. 34

To be held at the OFFICE OF THE DISTRICT
1955 Workman Mill Road, Whittier, California

In Response to concerns about the Novel Coronavirus (COVID-19), and in accordance with the Governor's Executive Order N-29-20, Directors will attend these meetings via teleconference. Interested members of the public may call in to listen and provide comments by calling (719) 387-1138, passcode 458803 or may submit public comments to: info@lacs.d.org up to two hours prior to the start of the meeting. You may find further information at: www.lacs.d.org/aboutus/governance/agenda_and_minutes/default.asp

WEDNESDAY		April 22, 2020		At 1:30 P.M.
CURTIS	DAVITT	EICH	GUNTER	WALKER

At the call of the Chairperson, a special meeting of the Board of Directors of County Sanitation District No. 34 of Los Angeles County will be held at the above time and place for the purpose of:

1. Elect Chairperson
2. Receive and Order Filed Certificate of City Council of La Cañada Flintridge
3. Approve Minutes of Regular Meeting Held February 26, 2020
4. Re: Purchasing Policy
 - (a) Adopt *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* (Purchasing Policy)
 - (b) Adopt *Resolution of The Board of Directors of County Sanitation District No. 34 of Los Angeles County Electing to Become Subject to the Uniform Public Construction Cost Accounting Procedures*
 - (c) Adopt *Resolution of The Board of Directors of County Sanitation District No. 34 of Los Angeles County to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act*

Summary: The Districts' Purchasing Policy establishes rules for the purchase of materials, supplies, and services. In October 2019, the Personnel Committee endorsed proceeding with revisions as recommended by staff. The revisions will keep current with sound procurement practices; provide consistency with state laws; formalize existing practices; increase transparency and efficiency; and increase board approval limits consistent with inflation since the last revision. The revised Purchasing Policy also aligns the Districts' efforts to increase participation of small and disadvantaged business with those of the County of Los Angeles. In addition, the revised Purchasing Policy incorporates the provisions of the California Uniform Public Construction Cost Accounting Act (CUPCCAA), which requires the Resolutions in order to implement those provisions. This item is consistent with the Districts' Guiding Principle of commitment to fiscal responsibility and prudent financial stewardship.

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 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.



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

Robert C. Ferrante
Chief Engineer and General Manager

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April 3, 2020

Boards of Directors
County Sanitation Districts
of Los Angeles County

Directors:

Agenda Items for Proposed Connection Fee Ordinances and Proposed Purchasing Policy

Connection Fee Ordinance

The agenda for the upcoming meetings of the Boards of Directors for most Districts contains an item regarding proposed changes to the Districts' Connection Fee Ordinances (Ordinances) as previously discussed with the Personnel Committee on February 26, 2020. Districts Nos. 4, 9, 27, 34, and Newhall Ranch will not be considering changes to connection fees as described later in this letter.

Connection fees are paid by new users of Districts' wastewater collection and treatment systems to pay for the cost of expanding facilities to accommodate the incremental discharge from that user. Revisions to the Ordinances and the Joint Outfall Agreement are recommended that will reduce most connection fee amounts, provide additional flexibility for capital funds, and bring the Ordinances into compliance with new state laws. The proposed changes were presented to the Personnel Committee, which endorsed the changes. The proposed changes include:

- Fees to be calculated using a capital buy-in formula, not a future expansion model.
- Allow connection fee funds (both future and existing) to be used for any capital project, not just expansion.
- Allow additional payment flexibility for certain industrial customers.
- Exempts Accessory Dwelling Units that meet the definitions of an ADU or Junior ADU in Government Code Section 65852.2.

These changes require adoption of a new Connection Fee Master Ordinance and Connection Fee Rate Ordinance by each District. Additionally, Districts that are signatory to the Joint Outfall Agreement also need to adopt a new Joint Outfall Agreement to modify provisions in this agreement governing Joint Outfall Districts' connection fee funds.

Districts Nos. 4, 9 and 27 pay the City of Los Angeles connection fee and are not affected by the proposed changes, as their connection fee rate mirrors that charged by the City of Los Angeles. No changes are currently being proposed for the Newhall Ranch Sanitation Districts' connection fees as it was recently formed, has no users and does not yet have a significant amount of assets. District No. 34 does not have an active sewer system and has no connection fees.

Copies of the proposed Master Connection Fee Ordinance, Connection Fee Rate Ordinance, Joint Outfall Agreement (for Joint Outfall Districts), and a table showing the proposed Connection Fee Rates for

all Districts are attached to the agendas for those Districts considering adopting the proposed changes. If approved, the new Ordinances would take effect July 1, 2020.

Purchasing Policy

At the October 23, 2019, meeting of the Personnel Committee, recommendations for revision of the Districts' Purchasing Policy were presented. The Committee concurred with the recommendations and subsequently a revised Policy was drafted and endorsed by the Committee at the January 22, 2020 meeting. The proposed Purchasing Policy is being presented to every Districts' Board for consideration and adoption at their upcoming meetings.

Revisions to the existing policy include:

- Increased dollar limits for requiring formal bidding and board approval.
- Incorporates California Uniform Public Construction Cost Accounting Act (CUPCCAA), which raises the limit on construction projects that Districts' forces can undertake and provides for streamlined bidding processes for small construction projects.
- Updates the outreach program for small and disadvantaged businesses to more closely align with the County's program.
- Clarifies that Board approval is not required to advertise and receive bids for routine purchases and projects.
- Incorporates several authorizations and policies provided by previous separate board actions.
- Additional revisions to formalize existing practices; ensure consistency with laws, regulations, and agreements; and to provide for better organization and clarity.

The proposed revised Purchasing Policy, along with two resolutions that are required to incorporate CUPCCAA processes, will be presented to each Board for adoption over the next several months. If approved, the new Policy will take effect after adoption by all Boards.

Very truly yours,



Robert C. Ferrante

RCF:gc

**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 EFFECTIVE DATE JULY 1, 2020

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),
 - 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 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.
- 1-5 The Purchasing Agent is its Chief Engineer and General Manager (Chief Engineer) or his or her designee.
- 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 Chief Engineer may seek concurrence from other Districts' Boards for such actions.

- 1-8 The Districts intend to become 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 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, 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.
- 2-2 Board approval to solicit bids or proposals shall be obtained for all significant projects and purchases as determined by the Chief Engineer 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) Prior experience has proven that a particular-make or type of equipment, material, supply, or service is more satisfactory or economical than any other available product or service for District purposes.
 - f) 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 CUPCCAA up to \$60,000.
- 2-7 The following shall be procured by a contract:
- a) Any project procured using the procedures set forth in CUPCCAA over \$60,000.
 - b) Whenever a contract is needed to clarify or supplement the terms and conditions and related documents associated with a purchase order.
 - c) 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; other 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 ongoing or blanket orders, the dollar limits in this Policy are to be applied considering the annual estimated purchases under that order.
- 2-11 When the purchase of materials, supplies, equipment or services 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 up to 25 percent of the cost originally authorized without additional Board approval.
- 2-12 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.

- 2-13 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.
- 2-14 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.
- 2-15 The Chief Engineer 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.
- 2-16 The Purchasing Agent is authorized to procure and pay for required regulatory fees, permit fees, taxes, etc. without Board approval.
- 2-17 The Chief Engineer is authorized to execute service agreements and similar agreements related to software, internet and other information services purchases without obtaining Board approval beyond the approvals otherwise required in the Policy.
- 2-18 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 The Chief Engineer 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 Chief Engineer and General Manager shall not incur an indebtedness that is anticipated to exceed \$500,000.00 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 Chief Engineer, after reasonable effort under

the circumstances, is unable to contact the Chairperson or other board member, the Chief Engineer is authorized to take immediate action without the prior concurrence of the Chairperson or other Board member.

- 3-3 The Chief Engineer shall report any action taken pursuant to section 3-1 to the Board of Directors at its next regular board meeting.
- 3-4 The Chief Engineer shall have the authority to issue a purchase order that would normally otherwise 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 that has previously been awarded similar work as a result of a formal bid process. An analysis of the economic and other any 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.

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 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 bid received after a bid closing date and hour will be returned unopened.
- 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 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 current value of \$100,000 or greater shall not be 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.
- 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 Chief Engineer 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 Chief Engineer. Certifications from other agencies may be accepted on a case-by-case basis.
 - b) The Chief Engineer 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.
- 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 be 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.

**RESOLUTION OF THE BOARD OF DIRECTORS OF COUNTY
SANITATION DISTRICT NO. 34 OF LOS ANGELES COUNTY ELECTING
TO BECOME SUBJECT TO THE UNIFORM PUBLIC CONSTRUCTION
COST ACCOUNTING PROCEDURES**

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054, Statutes of 1983, which added Chapter 2, commencing with Section 22000, to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

WHEREAS, Public Contract Code section 22000 et seq., the California Uniform Public Construction Cost Accounting Act, establishes such a uniform cost accounting standard; and

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

NOW, THEREFORE, BE IT RESOLVED County Sanitation District No. 34 of Los Angeles County does hereby elect under Public Contract Code section 22030 to become subject to the Uniform Public Construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and directs that the State Controller be notified forthwith of this election.

ADOPTED by the Board of Directors of County Sanitation District No. 34 of Los Angeles County on _____ 2020.

Chairperson

Attest:

Secretary to the Boards of Directors

**RESOLUTION OF THE BOARD OF DIRECTORS OF COUNTY
SANITATION DISTRICT NO. 34 OF LOS ANGELES COUNTY TO PROVIDE
INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING ACT (Section 22000, et seq. of the
Public Contract Code)**

The Board of Directors of County Sanitation District No. 34 of Los Angeles County do ordain as follows:

1. Informal Bid Procedures. Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.
2. Contractors List. The District shall comply with the requirements of Public Contract Code Section 22034.
3. Notice Inviting Informal Bids. Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be circulated using one or both of the following alternatives:
 1. Notices inviting informal bids may be mailed, faxes, or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 2,
 2. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the department/agency soliciting bids, provided however:
 - (1) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.
 3. The Purchasing Agent is authorized to award informal contracts pursuant to this Section, subject to the Board approval requirements of the District's Purchasing Policy.

ADOPTED by the Board of Directors of County Sanitation District No. 34 of Los Angeles County on _____ 2020.

Chairperson

Attest:

Secretary to the Boards of Directors