



**UNION SANITARY DISTRICT BOARD MEETING/
UNION SANITARY DISTRICT FINANCING AUTHORITY
AGENDA**

Monday, February 8, 2021

Regular Meeting - 4:00 P.M.

**Union Sanitary District
Administration Building
5072 Benson Road
Union City, CA 94587**

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

CORONAVIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County March 31, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, February 8, 2021, Regular Board Meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. **To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by following the steps listed below to listen to the Board Meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 before 3:00 p.m. on the date of the meeting.** Comments will then be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Board President's discretion. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

Any member of the public who needs accommodations should email or call the Board Clerk who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the Union Sanitary District procedure for resolving reasonable accommodation requests.

To listen to this Regular Board Meeting:

Call: 1-888-788-0099 or 1-877-853-5247

Meeting ID: 832 4490 1604 #

Participant ID: #

Click the Zoom link below to watch and listen:

<https://us02web.zoom.us/j/83244901604>

	1.	Call to Order.
	2.	Salute to the Flag. (This item has been suspended due to the COVID-19 pandemic.)
	3.	Roll Call.
Motion	4.	Approve Minutes of the Union Sanitary District Special Board Meeting of January 20, 2021.
Motion	5.	Approve Minutes of the Union Sanitary District Board Meeting of January 25, 2021.
Motion	6.	Approve Minutes of the Union Sanitary District Special Board Meeting of January 27, 2021.
	7.	Written Communications.
	8.	Public Comment. Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available in the Boardroom and are requested to be completed prior to the start of the meeting.
Motion	9.	Review and Consider Approval of Policy No. 2755, Procurement Policy <i>(to be reviewed by the Budget & Finance Committee)</i> .
Motion	10.	Review and Consider Approval of Policy No. 2075, Surplus Property Disposal Policy <i>(to be reviewed by the Budget & Finance Committee)</i> .
Motion	11.	Authorize the General Manager to Execute Task Order No. 14 with Brown and Caldwell for the Step II Plant Subsurface Investigation <i>(to be reviewed by the Engineering and Information Technology Committee)</i> .
Direction	12.	Receive Update on District Branding Initiative and Provide Direction.
Information	13.	COVID-19 Update.
Information	14.	Check Register.
Information	15.	Committee Meeting Reports. <i>(No Board action is taken at Committee meetings):</i> <ol style="list-style-type: none"> Budget & Finance Committee – Friday, February 5, 2021, at 10:00 a.m. <ul style="list-style-type: none"> Director Kite and Director Toy Engineering and Information Technology Committee – Friday, February 5, 2021, at 11:00 a.m. <ul style="list-style-type: none"> Director Lathi and Director Handley Legal/Community Affairs Committee – will not meet. Legislative Committee – will not meet. Personnel Committee – will not meet.
Information	16.	General Manager’s Report. <i>(Information on recent issues of interest to the Board)</i> .
	17.	Other Business:

- a. Comments and questions. *Directors can share information relating to District business and are welcome to request information from staff.*
 - b. Scheduling matters for future consideration.
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18. Adjournment – The Board will adjourn to a Board Workshop to be held virtually on Tuesday, February 9, 2021, at 4:00 p.m.

19. Adjournment – The Board will then adjourn to the next Regular Board Meeting to be held virtually on Monday, February 22, 2021, at 4:00 p.m.

The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager's office at (510) 477-7503 at least 24 hours in advance of the meeting.



BUDGET & FINANCE COMMITTEE MEETING
Committee Members: Director Kite and Director Toy

Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

AGENDA
Friday, February 5, 2021
10:00 A.M.

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Alvarado Conference Room
5072 Benson Road
Union City, CA 94587

Karen W. Murphy
Attorney

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County May 18, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, this meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via conference call.

To maximize public safety while still maintaining public access, members of the public can observe the meeting by calling 510-477-6190 to listen to the committee meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 up to one hour before the scheduled meeting start time.

1. Call to Order
2. Roll Call
3. Public Comment
Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available and are requested to be completed prior to the start of the meeting.
4. Items to be reviewed for the Regular Board meeting of February 8, 2021:
 - Review and Consider Approval of Policy No. 2755, Procurement Policy
 - Review and Consider Approval of Policy No. 2075, Surplus Property Disposal Policy
5. Adjournment

Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting. No action will be taken at committee meetings.
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The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager's office at (510) 477-7503 at least 24 hours in advance of the meeting.



**ENGINEERING AND INFORMATION TECHNOLOGY
COMMITTEE MEETING**

Committee Members: Director Lathi and Director Handley

Directors

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**AGENDA
Friday, February 5, 2021
11:00 A.M.**

**Alvarado Conference Room
5072 Benson Road
Union City, CA 94587**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County May 18, 2020 Updated Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, this meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via conference call. To maximize public safety while still maintaining public access, members of the public can observe the meeting by calling 510-477-6190 to listen to the committee meeting, and may provide public comment by sending comments to the Board Clerk by email at assistanttogm@unionsanitary.ca.gov or via voicemail by calling 510-477-7599 up to one hour before the scheduled meeting start time.

1. Call to Order

2. Roll Call

3. Public Comment
Public Comment is limited to three minutes per individual, with a maximum of 30 minutes per subject. If the comment relates to an agenda item, the speaker should address the Board at the time the item is considered. Speaker cards will be available and are requested to be completed prior to the start of the meeting.

4. Items to be reviewed for the Regular Board meeting of February 8, 2021:
 - Authorize the General Manager to Execute Task Order No. 14 with Brown and Caldwell for the Step II Plant Subsurface Investigation

5. Adjournment

<p>Items reviewed at committee meetings will be included in the agenda packet for the upcoming Board meeting. No action will be taken at committee meetings.</p>
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The facilities at the District Offices are wheelchair accessible. Any attendee requiring special accommodations at the meeting should contact the General Manager's office at (510) 477-7503 at least 24 hours in advance of the meeting.

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
January 20, 2021**

Consistent with Executive Order No. N-25-20 and N-29-20 from the Executive Department of the State of California and the Alameda County Public Health Department's Updated March 31, 2020 Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the District's January 20, 2021, Special Meeting was not physically open to the public. In order to maximize public safety while still maintaining transparency, members of the public were able to attend the meeting telephonically and electronically.

CALL TO ORDER

President Handley called the special meeting to order at 4:00 p.m.

ROLL CALL

PRESENT: Tom Handley, President
Pat Kite, Vice President
Anjali Lathi, Secretary
Manny Fernandez, Director
Jennifer Toy, Director

STAFF: Paul Eldredge, General Manager/District Engineer
Mark Carlson, Business Services Manager/CFO
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

PUBLIC COMMENT

There was no public comment.

BOARD WORKSHOP

General Manager Eldredge presented information regarding the District's Purchasing Policy and provided a general update on the District.

ADJOURNMENT:

The special meeting was adjourned at approximately 4:56 p.m. to the next Regular Meeting to be held virtually on Monday, January 25, 2021, at 4:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

ANJALI LATHI
SECRETARY

APPROVED:

TOM HANDLEY
PRESIDENT

Adopted this 8th day of February, 2021

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT/UNION SANITARY DISTRICT FINANCING
AUTHORITY
January 25, 2021**

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Alameda County March 16, 2020 Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the Monday, January 25, 2021, Regular Board Meeting was not physically open to the public and all Board Members teleconferenced into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public were able to listen to the Board Meeting, and provide public comment by sending comments to the Board Clerk.

CALL TO ORDER

President Handley called the meeting to order at 4:00 p.m. The regular meeting time was modified due to the COVID-19 emergency.

SALUTE TO THE FLAG

ROLL CALL

PRESENT: Tom Handley, President
Anjali Lathi, Secretary
Manny Fernandez, Director
Jennifer Toy, Director

ABSENT: Pat Kite, Vice President (arrived at 4:06 p.m.)

STAFF: Paul Eldredge, General Manager/District Engineer
Karen Murphy, District Counsel
Mark Carlson, Business Services Manager/CFO
Sami Ghossain, Technical Services Manager
James Schofield, Collection Services Manager
Robert Simonich, Fabrication Construction and Maintenance Manager
Armando Lopez, Treatment and Disposal Services Manager
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

**APPROVE MINUTES OF THE UNION SANITARY DISTRICT BOARD MEETING OF
JANUARY 11, 2021**

It was moved by Director Fernandez, seconded by Director Toy, to Approve the Minutes of the Board Meeting of January 11, 2021. Motion carried with the following vote:

AYES: Fernandez, Handley, Lathi, Toy
NOES: None
ABSTAIN: None
ABSENT: Kite

DECEMBER 2020 MONTHLY OPERATIONS REPORT

This item was reviewed by the Budget & Finance and Legal/Community Affairs Committees. General Manager Eldredge provided an overview of the Odor Report and Work Group Reports and Business Services Manager Carlson reviewed the financial reports included in the Board meeting packet.

WRITTEN COMMUNICATIONS

There were no written communications.

PUBLIC COMMENT

There was no public comment.

CONSIDER A RESOLUTION TO UPDATE UNION BANK SIGNATORIES

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson stated that whenever the Banking Contract Officer position is updated at a given agency, Union Bank requires the requesting agency “re-document” all affected accounts. When staff presented this item for consideration at the Board meeting held December 14, 2021, the Board asked if all Boardmembers needed to be authorized signatories. Staff presented an item at the January 11, 2021, Board meeting to clarify that while there were no Union Bank requirements as to who should be listed as signatories on the District’s accounts staff recommended all five Boardmembers continue to be listed as check signers. The Board directed staff to appoint the General Manager and the Board President as check signers; staff will update the Board President signature annually following the appointment of Board officers. The forms necessary to acknowledge the Chief Financial Officer as the Banking Contract Officer were included in the Board packet. Staff recommended the Board review, sign, and approve the forms necessary to update Union Bank signatories for the District and acknowledging the Chief Financial Officer as the Banking Contract Officer (BCO).

It was moved by Secretary Lathi, seconded by Director Fernandez, to Approve and Sign the Bank Depositor and Treasury Services Agreement and Public Entity Resolution as Required by Union Bank for the District’s Accounts. Motion carried with the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy
NOES: None
ABSTAIN: None
ABSENT: None

REVIEW AND CONSIDER APPROVAL OF POLICY NO. 2000, ACCOUNTING STANDARDS

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson stated there were no recommended changes to Policy No. 2000, Accounting Standards. Staff made minor administrative updates and clarifications to the Policy. Policy No. 2000 requires review and approval by the Board of Directors every

three years. Staff recommended the Board review and consider approval of Policy No. 2000, Accounting Standards.

It was moved by Vice President Kite, seconded by Secretary Lathi, to Approve Policy No. 2000, Accounting Standards. Motion carried with the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy
NOES: None
ABSTAIN: None
ABSENT: None

REVIEW AND CONSIDER APPROVAL OF POLICY NO. 2070, CAPITAL ASSETS POLICY

This item was reviewed by the Budget & Finance Committee. Business Services Manager/CFO Carlson stated there were no recommended changes to Policy No. 2070, Capital Assets Policy, other than minor administrative updates and clarifications. Policy No. 2070 requires review and approval by the Board of Directors every three years. Staff recommended the Board review and consider approval of Policy No. 2070, Capital Assets Policy.

It was moved by Director Toy, seconded by Vice President Kite, to Approve Policy No. 2070, Capital Assets Policy. Motion carried with the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy
NOES: None
ABSTAIN: None
ABSENT: None

REVIEW AND CONSIDER APPROVAL OF POLICY NO. 2010, INTERNAL CONTROLS

This item was reviewed by the Audit Committee. Business Services Manager/CFO Carlson stated that during the January 11, 2021, Board meeting, the Board recommended Internal Controls Policy No. 2010 be updated to include the following:

- Bank signatories will include all Boardmembers and the General Manager; and
- System generated check signatures will be the Board President and the General Manager.

Policy No. 2010, Internal Controls, was last updated at the December 14, 2021, Board meeting. Staff recommended the Board review and consider approval of Policy No. 2010, Internal Controls.

It was moved by Vice President Kite, seconded by Director Toy, to Approve Policy No. 2010, Internal Controls. Motion carried with the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy
NOES: None
ABSTAIN: None
ABSENT: None

AWARD A CONTRACT FOR LABORATORY SERVICES IN SUPPORT OF ENVIRONMENTAL COMPLIANCE PROGRAMS TO MCCAMPBELL ANALYTICAL INCORPORATED

This item was reviewed by the Budget & Finance Committee. Treatment and Disposal Service Manager Lopez stated McCampbell Analytical Incorporated (MAI) was selected through the Request for Proposals (RFP) process. MAI was selected due to their reasonable projected cost and high ranking within the RFP selection criteria. Staff recommended the Board authorize the General Manager to execute a contract with McCampbell Analytical Incorporated (MAI) for laboratory services in support of Union Sanitary District's Environmental Compliance Programs for twenty-nine months with up to two optional one-year extensions.

It was moved by Director Fernandez, seconded by Director Toy, to Authorize the General Manager to Execute a Contract with McCampbell Analytical Incorporated (MAI) for Laboratory Services in Support of Union Sanitary District's Environmental Compliance Programs for Twenty-Nine Months with up to Two Optional One-Year Extensions. Motion carried with the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy
NOES: None
ABSTAIN: None
ABSENT: None

AUTHORIZE THE GENERAL MANAGER TO EXECUTE A TERMINATION, SETTLEMENT, AND RELEASE AGREEMENT WITH C. OVERAA & CO. FOR THE ALVARADO INFLUENT VALVE BOX REHABILITATION PROJECT

This item was reviewed by the Engineering and Information Technology Committee. Technical Services Director Ghossain stated the Board awarded the construction contract for the Alvarado Influent Valve Box Rehabilitation Project to C. Overaa & Co. (Overaa) on January 27, 2020. Construction was scheduled to be completed on September 8, 2020; however, in March 2020 the State and County issued a health order to shelter in place in response to the COVID-19 pandemic. The Project's scope includes replacement of three existing main gate valves located at the Alvarado Influent Valve Box and the Headworks Valve Box, and installation of a check valve inside Control Box No. 1 (CB1). The valve replacement and installation work require staff to clean CB1 which would require several employees from each of the three operation groups and contractors working in very close proximity to each other. Due to the nature of the work, the District would not be able to provide safe social distancing protocols during this work. After exploring several non-viable alternatives, the District initiated negotiations with Overaa to terminate the construction contract. Staff reviewed the cost accounting report of project management time submitted by Overaa and found the costs to be fair and reasonable. Additionally, staff received written confirmation from material suppliers that all materials submitted in the termination agreement have been paid by Overaa and will be delivered to the District as specified in the Agreement to be stored at the Plant until the Project can be re-bid. Staff recommended the Board authorize the General Manager to execute a termination, settlement, and release agreement with C. Overaa & Co.

It was moved by Secretary Lathi, seconded by Director Toy, to Authorize the General Manager to Execute a Termination, Settlement, and Release Agreement with C. Overaa & Co. in the Amount of \$93,495 for the Alvarado Influent Valve Box Rehabilitation Project. Motion carried with the following vote:

AYES: Fernandez, Handley, Kite, Lathi, Toy

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION ITEMS:

Solar and Cogeneration Facilities Operational Update

This item was reviewed by the Budget & Finance Committee. Technical Services Manager Ghossain stated the total benefit through December 31, 2020, for the Alvarado Wastewater Treatment Plant Solar Carport, constructed in 2011, was \$663,056 for a 74.5% simple payback. The total benefit to date for the Irvington Pump Station Solar Facility, constructed in 2012, was \$3,199,770 for a 111.9% simple payback. The total benefit to date for the Cogeneration Facility, constructed in 2014, was \$9,336,481 for a 68.3% simple payback.

Cal-Card 2nd Quarter Fiscal Year 2021 Activity Report

General Manager Eldredge provided an overview of the Report included in the Board meeting packet.

Board Expenses for 2nd Quarter of Fiscal Year 2021

General Manager Eldredge provided an overview of Board expenses included in the Board meeting packet.

Report on the East Bay Dischargers Authority Meeting of December 17, 2020

Director Toy provided an overview of the EBDA meeting minutes included in the Board packet.

COVID-19 Update

General Manager Eldredge provided an update regarding COVID-19 impacts on District operations and coordinated efforts.

Check Register

There were no questions regarding the check register.

COMMITTEE MEETING REPORTS:

The Audit, Legal/Community Affairs, Budget & Finance, and Engineering and Information Technology Committees met.

GENERAL MANAGER'S REPORT:

General Manager Eldredge stated the following:

- The District was invited to apply for low-cost financing from the Water Infrastructure Finance and Innovation Act (WIFIA) program for the Enhanced

Treatment and Site Upgrade (ETSU) Phase 1 Projects. USD's ETSU Phase 1 program is one of 55 projects in 20 states invited to apply for funding.

- Fitch Ratings issued a press release stating they had affirmed Union Sanitary District's 'AA' rating with a 'Stable' outlook.
- The Capacity Fee Study Board Workshop will be held virtually at 4:00 p.m. on Wednesday, January 27, 2021.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

The meeting was adjourned at 4:32 p.m. to a Board Workshop to be held virtually at 4:00 p.m. on Wednesday, January 27, 2021.

SUBMITTED:

ATTEST:

REGINA McEVOY
BOARD CLERK

ANJALI LATHI
SECRETARY

APPROVED:

TOM HANDLEY
PRESIDENT

Adopted this 8th day of February 2021

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
UNION SANITARY DISTRICT
January 27, 2021**

Consistent with Executive Order No. N-25-20 and N-29-20 from the Executive Department of the State of California and the Alameda County Public Health Department's Updated March 31, 2020 Shelter in Place Order, and Executive Order No. N-33-20, Stay-at-Home Order, the District's January 27, 2021, Special Meeting was not physically open to the public. In order to maximize public safety while still maintaining transparency, members of the public were able to attend the meeting telephonically and electronically.

CALL TO ORDER

President Handley called the special meeting to order at 4:00 p.m.

ROLL CALL

PRESENT: Tom Handley, President
Pat Kite, Vice President
Anjali Lathi, Secretary
Manny Fernandez, Director
Jennifer Toy, Director

STAFF: Paul Eldredge, General Manager/District Engineer
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

VISITOR: Alex Handlers, Bartle Wells Associates

PUBLIC COMMENT

There was no public comment.

BOARD WORKSHOP

General Manager Eldredge introduced Alex Handlers, from Bartle Wells Associates, who presented the Capacity Fee Study and responded to questions from the Board.

ADJOURNMENT:

The special meeting was adjourned at approximately 5:01 p.m. to the next Regular Meeting to be held virtually on Monday, February 8, 2021, at 4:00 p.m.

SUBMITTED:

ATTEST:

REGINA McEVROY
BOARD CLERK

ANJALI LATHI
SECRETARY

APPROVED:

TOM HANDLEY
PRESIDENT

Adopted this 8th day of February, 2021

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**FEBRUARY 8, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 9**

TITLE: **Review and Consider Approval of Policy 2755, Procurement Policy (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
 Mark Carlson, CFO, Work Group Manager

Recommendation

Review and consider approval of Policy 2755, Procurement Policy.

Discussion

The Board last approved Procurement Policy # 2755 in 2014. Staff have been working on a significant update to the policy for some time and have recently completed that work. A Board workshop, held on 1/20/21, provided an opportunity for the Board to review the proposed changes and provide feedback to staff. During that workshop, the Board provided feedback to include the addition of language to Attachment A providing clarification on the Boards ability to authorize additional change authority as follows:

Should the original change order authority be exceeded for any project (based upon the sliding scale above), the Board shall have the authority to increase the change order amount to an amount the Board deems reasonable on a case-by-case basis. In these instances, staff will provide a change order summary to the Board quarterly showing all the change orders approved since the change order authority was increased.

Regarding a discussion on increasing the Coaches purchase authority from \$10,000 to \$25,000, the Board inquired as to how many purchase orders (PO's) were generated in that dollar range for the past 12 to 18 months. Staff reviewed all purchase orders for an 18 month period from 07/01/19 to 12/31/20. This evaluation produced the following summary:

Dollar Range	PO's Issued
\$10,000 - \$15,000	42
\$15,000 - \$20,000	39
\$20,000 - \$25,000	23
	<u>104</u>
Months	18
Average per month	5.8

Staff has modified the attached red line and clean line version of the procurement policy to reflect the language change noted above, with the exception of the Coaches purchase authority. Staff is seeking direction on the proposed language above as well as the Coaches purchasing authority.

Background

The majority of the changes were aimed at cleaning up outdated language, more clearly documenting actual practice, making certain adjustments to accommodate the upcoming ETSU project and reformatting the policy to provide a document that is easier to read and understand. As part of this reformatting, a number of sections have been reordered, creating a rather lengthy and messy redline document. In order to provide some clarity to the redline policy, we have summarized the main changes below. The page number references are to the redline document. Also, in addition to the main procurement policy document, we have made changes to the four attachments as well.

Lastly, staff have worked with District Counsel throughout the rewrite process to ensure the updates to this policy meet current best practices in the procurement field.

Main Policy Language Changes (the page numbers refer to the redline version)

- The policy has been rearranged into 9 sections. Previously it had 5 sections.
- Page 2 - A table of contents has been added.
- Page 3 - Added language to clarify intent to be consistent with California Government Code.
- Page 4 - Added Uniform Guidance paragraph that clarifies conflicts of interest for employees as it relates to purchasing.
- Pages 4 to 11 - Made the following changes to the definition section:
 - Added new definitions where needed to provide proper context to the policy.
 - Deleted definitions that were no longer necessary.
 - Modified definitions for clarity.
- Page 13 - Increases Storekeepers purchase authority from \$5,000 to \$7,500.
- Page 13 - Increases Coaches purchase authority from \$10,000 to \$25,000.

- Pages 15 to 23 - Combined all of the procurement methods into one section titled Methods of Procurement so that all available methods listed in one place. There are no new methods introduced, simply an expansion of the policy to show all available purchasing processes.
- Pages 22 to 23 - Added Additional Purchasing Guidelines section to clarify certain items not covered elsewhere. No new items added, just clarifications of existing practices.
- Pages 25 to 28 - Made changes to the contract severance and bid proposal procedures so that they conform with best practices. Main changes are shortening the timelines in the process.

Attachment A: Authority Levels for Entering Into Contracts for TS Workgroup and ETSU Projects

- Removes redundant language (old line number 1 and 6).
- Line 1 & 9 – Authorizes the Board Secretary and General Manager to sign contracts rather than the Board Secretary and Legal Counsel.
- Line 2 – Increases authority level of the Project Manager from \$2,500 to \$10,000.
- Line 2 – Increases Coach or ETSU PM authority from \$20,000 to \$25,000.
- Line 2 -Simplifies GM change order authority to \$100,000 per change order. Removes reference to 15% of adjusted base since it conflicts with new sliding scale in Board of Directors column. The intent is the GM can approve any change order below \$100,000 as long as it is below the change order authority in the Board of Directors column.
- Line 2 – Modifies previous language to add a specific sliding scale percentage for construction contracts before requiring Board approval of change orders. Previously, the percentage was 15% for projects under \$10 million and is to be decided at the time of the contract issuance for projects over \$10 million.
- Line 4 - For Sole Source Equipment Purchases, allows GM to approve equipment not on Standardized Equipment List.
- Line 4 – Adds language stating that the Standardized Equipment List will be brought to Board for approval per policy 2760.
- Line 5 - Allows Coach or Assistant ETSU PM to approve task orders under a blanket agreement up to \$25,000. Previous approval limit was \$10,000.
- Line 6 - Allows Coach or Assistant ETSU PM to approve Subsequent Task Orders up to \$10,000. Previous approval limit was \$0.
- Removes example matrix at end of document.
- Adds language clarifying that the Board shall have the authority to increase the change order amount beyond the sliding scale on a case by case basis to be followed with quarterly updates to the Board by staff.

Attachment B: Authority Levels of Expenditure for Approved, Budgeted Funds for TS Workgroup and ETSU Projects

- Changes for the first bullet point are referring the user back to Attachment A sliding scale percentage if the total amount exceeds the original contract plus change orders.
- Changes for the second bullet point clarifies that the approval amount is for items greater than \$100,000.

Attachment C: Purchasing Authority by Dollar Amount

- New document added to clarify purchasing authorities.

Attachment D: Non-Competitive Procurement Request

- Adds option for a Sole Source Purchase to be considered for addition to the Standardized Equipment List.

Previous Board Action

January 20, 2021, the Board held a Purchasing Policy Board Workshop to review and provide feedback regarding proposed changes to the policy.

August 25, 2014, the Board reviewed and approved Policy No. 2755, Purchasing Policy.

Attachments

DRAFT Procurement Policy 01-26-21 Clean Line Version

DRAFT Procurement Policy 01-26-21 Red Line Version



PROCUREMENT POLICY

Union Sanitary District Policy No. 2755

Effective Date: February 2021

Table of Contents

Policy and Purpose.....	3
Uniform Guidance.....	3
Definitions.....	4
Approval Thresholds	8
Methods of Procurement	9
Blanket Purchase Order Agreements	9
Cal-Card.....	9
District Projects	9
Technical Services – General Service Agreements	10
Technical Services – Consultants Short List.....	10
Cooperative Contracts	10
Emergency Purchases: Declared Emergency and Emergency Operational Purchases	10
Force Account Work	11
Sole Source	11
CIP Standardized Equipment List	12
Formal Bidding: Invitation for Bid (IFB) / Request for Proposal (RFP)	12
Informal Bidding: Request for Quotation (RFQ) / Request for Qualifications	12
Additional Purchasing Guidelines.....	13
Guidelines Based on Dollar Amounts	14
Purchases up to \$25,000	14
Purchases \$25,001 - \$100,000	14
Purchases Over \$100,000	14
Contract Severance & Bid/Proposal Protest Procedures	14
Responsibilities and Frequency	16
Attachments:	
A. Approval Authority Levels for Entering into Contracts for TS Workgroup and ETSU Projects	
B. Approval Authority Levels of Expenditures for Approved Budgeted Funds TS Workgroup and ETSU Projects	
C. Purchasing Options by Dollar Amount Matrix	
D. Non-Competitive Procurement Request	

Union Sanitary District
Policy and Procedure Manual

Effective Date: February 2021	Procurement Policy	Policy Number 2755
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Policy & Purpose

The Union Sanitary District procurement function is intended to provide internal customers with functional expertise and guidance in the procurement of goods and services needed at the District. This is accomplished by promoting accountability, innovation, and continuous improvement in all interactions and dealing with the supplier community in an open and equitable manner, while obtaining the best possible value for the District.

The intent of this policy is to promote the most cost-effective use of taxpayer dollars while contributing to fairness and equal access to business opportunities with the District. The policy is also intended to promote value for ratepayers by ensuring compliance with applicable laws and regulations.

It is the intent of this Policy to be consistent with the California Government Code, California Public Contract Code, and any other California codes and regulations governing public contracting and procurement (“California Law”). In the event of any conflict between this Policy and California Law, California Law shall prevail. In addition, to the extent California Law allows or is amended to allow less stringent purchasing or procurement requirements than required in this Policy, the less stringent requirements set forth in California Law shall be applicable.

Exceptions to this policy may be approved by the Executive Team or Board of Directors on a case-by-case basis.

Uniform Guidance

The District maintains written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The District has established a Gratuities Policy allowing acceptance of unsolicited items of nominal value. District standards of conduct provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the District.

Definitions

<i>Addendum</i>	Any alteration, correction, or adjustment to a solicitation document prior to award.
<i>Adjusted Base Amount</i>	The new dollar amount of a Contract including Change Orders, or the sum of all Task Orders, including amendments, as approved by the Approver, for sums exceeding their predecessor's approval authority limit, or exceeding 115% (see Attachment A for variable Change Order rates) of the Base Amount or previous Adjusted Base Amount (see also Base Amount).
<i>Amendment</i>	Modification of terms and/or pricing for goods, professional or non-professional services contract, or task order.
<i>Approver</i>	The individual with the authority to designate appropriated funding for a specific procurement.
<i>Authority to Enter into Contracts</i>	The term "Authority to Enter into Contracts" shall mean that the individual has authority to sign written contracts with outside parties.
<i>Base Amount</i>	The dollar amount of an initial Contract or Task Order.
<i>Best Value</i>	The tradeoff between price and performance that provides the greatest overall benefit under the specified selection criteria.
<i>Blanket Purchase Agreement</i>	An open agreement to purchase a given quantity of specific goods or standard services over a specified period of time.
<i>Blanket Purchase Agreement for Task Orders</i>	A consulting or professional services contract agreement generally intended between the District and a consultant for support services on an on-call basis and on more than one project, where a time of performance limit and an annual transaction maximum compensation limit is set by the terms of the agreement.
<i>Budgeted Procurements</i>	Projects or purchases that have been included as part of the fiscal year budget, or as a respective augmentation thereof, and authorized by the Board.
<i>Capacity Funds (CPTY)</i>	Funds that are set aside for activities related to increases in or preservation of the capacity of the collection, transport, and/or treatment system (both capital and non-capital are included in this fund).

<i>Centralized Procurement</i>	Unless otherwise stated in this policy, all purchases of goods and services are made by the District's procurement function to avoid duplication, overlapping and non-uniform procurement.
<i>Change Order</i>	A written order directing changes to the original purchase order and/or contract amount, timing, or scope of work.
<i>Construction Management Consultant</i>	Consulting firm hired under a separate contract to oversee contractor work on a construction project.
<i>Consultant</i>	A person or company that provides a professional service to the District.
<i>Contract</i>	Any voluntary, deliberate, and legally binding agreement(s), purchase order(s), or written documents which memorialize or establish a contractual agreement between the District and another party for the procurement or disposal of supplies, services, or construction.
<i>Cooperative Contracts</i>	Contracts already solicited and/or awarded by public agencies allowing the District to purchase goods, services, and equipment at competitively bid or assessed pricing, without the need for the District to undertake a separate solicitation request action.
<i>Declared Emergency</i>	For the purpose of procuring professional and non-professional services or goods and related services, a declared emergency is a sudden, generally unexpected, sustained occurrence or set of ongoing circumstances that has been declared by any local, state, or federal agency as an emergency. Or the District has declared an emergency requiring immediate action, the absence of which would undermine essential District services or cause an economic loss to the District or to prevent or mitigate the loss or impairment of life, health, property, or essential public services in accordance with applicable laws.
<i>District Projects</i>	Any construction, reconstruction, alteration, enlargement, renewal, rehabilitation, or replacement of District owned sewer facilities or property including but not limited to furnishing of supplies or materials for any such work and where the expenditure exceeds the limits specified in Public Contract Code Section 20803 (\$15,000). These projects must be formally bid out.
<i>Emergency Operational Purchases</i>	An emergency is a sudden, generally unexpected, sustained occurrence or set of ongoing circumstances requiring immediate action, the absence of which would undermine essential District services or cause an economic

	loss to the District or to prevent or mitigate the loss or impairment of life, health, property, or essential public services.
<i>Force Account/In-House Projects</i>	New construction, preservation, support, mending, rehabilitation, restoration, and renovation projects performed utilizing in-house staff for the entire scope of the project. The District can perform force account work with no dollar limit or competitive bidding on labor, provided that the work is performed by the District's staff. Other project items such as Professional Services, materials, and equipment required to complete the work would still need to comply with the terms of this Purchasing Policy.
<i>Goods</i>	All supplies, materials, and/or equipment which are moveable at the time of sale and can be furnished to or used by the District. This also includes goods purchased separately for District Projects.
<i>Invitation for Bid (IFB)</i>	A formal bid process used when there is no substantive difference among the products or services that meet specifications so that the only difference among responsive bids is price.
<i>Non-Professional Services</i>	All services not within the scope of the definitions of Professional Services below. They are nontechnical or non-consultant services that provide support to and facilitate District operations. Typically, "trade" services that furnish labor to repair or provide maintenance for District-owned equipment or property. These types of services include, but are not limited too, maintenance agreements, uniform rental services, electrical, HVAC, plumbing, and mechanical. Final product of engagement is that something is built, repaired, diagnosed, or otherwise improved.
<i>Pre-Purchased Equipment</i>	Equipment purchased by the District for a District or Special Project, generally before the start of work on a construction project and under a separate contract with the supplier or manufacturer.
<i>Professional Services</i>	<p>Services that require specialization/higher level of expertise, or a formal certification by a professional body such as legal, medical, accounting, architecture, land surveying, professional engineering, real estate appraising, etc., including IT and programming work where the scope is mainly services. The Executive Team also maintains authority to qualify other services appropriate to be categorized as such.</p> <p><i>Note: Professional Services contracts may be executed to assist the District in data collection, pilot studies, analyses, or making process or other recommendations to the District based on a service provider's unique area of expertise. These contracts may be precursors or separately executed in association with either Force Account or District Project work.</i></p>

<i>Renewal and Replacement Funds for Equipment (VHEQ), (ISRR), (PPSR)</i>	Funds for the specific purpose of replacing vehicles and equipment including renewals and replacements for Information Systems, Plant and Pump Station, and transport systems equipment.
<i>Request for Information (RFI)</i>	An RFI could be a first step or component included in establishing criteria for an IFB or RFP. This mechanism may be used solely for information gathering purposes.
<i>Request for Proposal (RFP)</i>	A formal bid process used for contracting of complex goods or services (professional or non-professional) where multiple factors must be considered along with price (experience, qualifications, specifications, etc.).
<i>Request for Quotation (RFQ)</i>	An informal bid process used when products or services are standard or off-the-shelf, which allows the District to compare various bids easily. No guarantee of subsequent purchase is implied when an RFQ is issued.
<i>Short List</i>	A periodically reviewed, pre-approved list of professional service providers who may be directly engaged by the District based on special qualifications or knowledge.
<i>Small Contract Threshold</i>	Collective value of a contract or smaller sums over a period of time not to exceed 5 years or \$100,000, whichever comes first, at which time the contract must be reviewed for continued suitability of pricing and terms by contract initiator and the Procurement Team.
<i>Special Projects Construction</i>	Any construction, reconstruction, alteration, enlargement, rehabilitation, renewal, or replacement of District-owned sewer facilities or property including but not limited to furnishing of supplies or materials for any such work where the expenditure is less than the \$15,000 limit specified in Public Contract Code Section 20803. These projects may be awarded either formally or informally, depending on the complexity of the project.
<i>Special Projects Funds</i>	Funds approved by the Board for a specific project or purpose. Each project has an appropriate account number and a Project Manager/Program Manager listed under "Accounting/CIP Project List" on the District's "Portal".

<i>Standardized Equipment List</i>	A periodically reviewed, pre-approved list of equipment where standardization is desirable for a variety of reasons (maintenance, parts commonality, training, etc.). Items on this list may be purchased using sole source or without considering substantially “equal” substitutions.
<i>Structural Renewal and Replacement Fund</i>	Funds for the specific purpose of the renewal and replacement of infrastructure. Funds must replace or extend life of the asset and are included in the Capital Improvement Program budget.
<i>Task Order</i>	A directive to a consultant under a consultant or sub-consultant contract, Professional Services Agreement, or a Blanket Purchase Agreement for Task Orders, detailing the work scope, payment, and schedule of a definitive task or tasks.

Approval Thresholds

The Board of Directors designates the authority to commit specific funds as indicated below.

Operating Funds

Staff	may initiate requisitions but must have approvals as below
Storekeepers	up to \$7,500 for warehouse stock replenishment orders
Coaches (includes ETSU APM)	up to \$25,000
Work Group Managers (includes ETSU PM)	up to \$50,000
General Manager	up to \$100,000
Board of Directors	above \$100,000

Over \$100,000 List

Each fiscal year, the Board of Directors approves the District budget. As part of the budget approval process, the Board reviews and approves the “*Annual Contract Purchases of Supplies, Services, and Vehicle and Equipment Renewal/Replacement Over \$100,000*”. Once the budget is approved, expenditure authority for the line items listed in the list is delegated to staff without additional Board approval.

Vehicle and Equipment Funds (VHEQ)

The Collection Services Manager or other Work Group Manager designated by the General Manager is authorized to approve individual expenditures of Board approved VHEQ budgeted funds for purchases of the vehicles and equipment listed in the budget, subject to the signature authority in this policy. Individual vehicle/equipment not on the over \$100,000 list will require separate Board action to approve.

Information Systems Renewal and Replacement Funds (ISRR) and Plant and Pump Stations Renewal and Replacement Funds (PPSRR)

The Fabrication, Maintenance, and Technology Manager, or other Work Group Manager designated by the General Manager, is authorized to approve individual expenditures of Board approved ISRR and PPSRR budgeted funds for purchases of hardware, software, and other information systems related as well as plant or pump station equipment or repairs, subject to the signature authority in this policy. Items not on the over \$100,000 list will require separate Board action to approve.

Once Board approval for the VHEQ, ISRR and PPSRR is reflected by budget or other Board action, the following exceptions require additional Board approval:

- Increase in the purchase quantity of a listed item; or
- Addition of a newly identified item for purchase not listed in the approved budget; or
- Purchase of an upgrade to an item not listed in the approved budget; or
- Expenditure exceeding 15% of the estimated purchase amount for a listed vehicle or equipment over \$100,000.

Special Projects Funds, Structural Renewal and Replacement Fund, and/or Capacity Funds

Approval of individual expenditures of Board approved RNWL and/or CPTY budgeted funds is authorized by the TS Workgroup Manager or other Work Group Manager designated by the General Manager in accordance with the Approval Authority Levels of Expenditures for Approved, Budgeted Funds for TS Workgroup and ETSU Projects Matrix (Attachment B).

Approval of individual expenditures made by a Work Group other than TS using RNWL and CPTY funds may be authorized by any employee shown as the "Project Manager" or "Program Manager" for any project or purpose as listed in the current Operating and CIP Budgets with an appropriate account number provided that the total project budget amount is not exceeded by more than 15%. The General Manager has the same authority as Project/Program Managers. Project or Program Managers may be assigned to projects after the budget is approved.

The Project Manager/Program Manager is responsible for maintaining an accurate accounting of the funds used and obtaining Board approval prior to authorizing any overages in excess of 15% of the approved project budget.

Methods of Procurement

The following are approved methods for procurement at the District; however, specific rules for use still apply.

Blanket Purchase Order Agreements

An agreement to purchase a given quantity of specific goods or standard services over a specified period of time, usually one year. These agreements are established by the Procurement team after negotiating terms and conditions with suppliers and publishing a maximum per purchase and per year dollar value as internal guidance for staff.

CAL-Card

The District's credit card (CAL-Card) may be used for purchases in accordance with the rules and regulations set forth in the *CAL-Card Handbook*.

District Projects

Expenditures for District Projects that exceed \$15,000 must be contracted through formal competitive bidding and let to the lowest responsive and responsible bidder after notice, subject to the provisions of Section 20800 et. seq. of the California Public Contract Code. Construction contracts for District Projects identified in the annual CIP budget are generally procured by the Technical Services Workgroup, with assistance from the Procurement Team. Refer to *Approval Authority Levels for Entering into Contracts for TS Workgroup and ETSU Projects* (Attachment A).

Technical Services - General Service Agreements

The Technical Services Workgroup maintains general service agreements with select consultants to provide professional services for projects or tasks, generally under \$50,000 in value and not to exceed two-years and provides the Procurement Team with copies of these agreements. These projects typically address an immediate need and/or other needs not necessarily associated with a Capital Improvement Project. The consultant's published hourly rates and other fees are attached to these agreements, which the Technical Services Workgroup maintains. When the Technical Services Workgroup determines there is a need to hire the consultant, the consultant prepares a task order to the agreement. The task order includes the scope of services, deliverables, budget, and schedule. The Technical Services Workgroup tracks the number of task orders executed and monitors the budgets to ensure that the terms stipulated in the agreement are met. Staff prepares Board information items when new agreements are executed.

Technical Services – Consultants Short List

The Technical Services Workgroup maintains a Consultants Short List of consultants who provide services that the District may need to utilize at a future date such as pipeline design, plant and pump station design, construction management, studies and master plans, and PLC and SCADA design. Technical Services conducts a process to update the list every three years. This process reduces the lead time on projects as the consultants have been vetted in advance. When a project need arises, this list serves as a starting point for reaching out to consultants while

following the applicable purchasing guidelines. This list does not preclude Technical Services from reaching out to other consultants when needed. Professional Services Agreements and Task Orders for projects identified in the CIP program are generally procured by the Technical Services Workgroup.

Cooperative Contracts

As allowed by law, the District may participate in and acquire items under cooperative contracts. As such, this is a preferred method of procurement. One exception is that General Services Administration (GSA) federal contracts may only be utilized for price comparisons.

Emergency Purchases: Declared Emergency and Emergency Operational Purchases

- District Work Group Managers may make emergency procurements when a declared emergency arises, and District needs cannot be met through normal procurement methods. An emergency procurement shall be limited only to a quantity of those supplies, equipment, materials, or services necessary to meet the emergency.
- In case of emergency, the General Manager may authorize the expenditure of funds in excess of the budget by resolution duly adopted by a minimum four-fifths (4/5ths) vote of the Board of Directors.
- Upon adoption of the resolution, the Board of Directors may authorize expenses in any sum required in an emergency without complying with requirements of this policy (see Public Contract Code §22050).
- In the case of such emergency, if a 4/5ths quorum of the Board of Directors is unavailable to convene a timely meeting of the Board, the General Manager or designee is authorized to determine that the public interest and necessity demand the immediate expenditure of District funds to safeguard life, health or property and may commit up to \$500,000 for such purpose without complying with the requirements of this Policy.
- The General Manager or designee shall, at the earliest reasonable opportunity, notify the Board of Directors of such an emergency and the need for such expenditures. Following such notification, the Board of Directors shall hold an emergency meeting to authorize or discontinue additional expenditures pursuant to the emergency (see Public Contract Code §22050).
- Purchase requisition procedures and approval limits remain the same for the authorization of the expenditures; however, formal bidding procedures may not apply.
- Emergency Operational purchases may be made using the limits listed under *Approval Thresholds, Operating Funds* above.

Force Account Work

The District can perform force account work with no dollar limit or competitive bidding on labor, provided that the work is performed by the District's staff. Purchases required to complete the work, such as materials and equipment, would still need to comply with the terms of this Purchasing Policy. Professional Services can be utilized for design and consultation on the project, provided they do not perform any of the physical work on the project. Force Account Work may be a standalone project or a subcomponent of a larger project that the District has determined can be completed using its own labor. The use of District labor under this section is still subject to project approvals as provided by District policies and guidelines.

Sole Source

Employees requesting a purchase of goods or services from a single manufacturer or other supplier source (dealer, distributor, provider), not included in the CIP Standardized Equipment List or the FMC sole source list for parts and equipment (governed by policy 2760) for the purchase of certain parts and equipment for operational needs shall complete a *Non-Competitive Procurement Request Form (Attachment D)*.

- Requests for over \$25,000 value per item, group of items, or service require Executive Team approval. The Procurement Team will evaluate the request and make a recommendation to procure the good or service from the suggested source or solicit the market for the item. If Executive Team approval will not be timely, the General Manager can also provide approval.

Standardized Equipment List

For efficient maintenance and operations throughout the District, Technical Services and FMC have each developed Standardized Equipment Lists for certain equipment. This minimizes spare parts inventory, and costs associated with training staff on operations of this equipment. The lists shall be maintained by the respective Coach (per Policy #2760 - Standardized Equipment List) and shall be reviewed by the Executive Team and approved by the Board of Directors every three years.

Any additions to the list will be handled per policy 2760. Authorized personnel may utilize the list to purchase listed equipment without looking for an "or equal" substitution.

Formal Bidding

Formal bidding is a method where only an Invitation for Bid (IFB) or Request for Proposal (RFP) is utilized to obtain bids or proposals.

Invitation for Bid (IFB)

An IFB is a formal method issued by Purchasing to solicit bids for Goods and Non-Professional Services. An award will be made to the vendor who meets the minimum requirements and offers the lowest responsive and responsible bid as determined by the District. When choosing the IFB method, the following points should be met:

- Price is the only consideration.

- The good or services are standard, routine, common, or off the shelf.
- Other than minimum qualifications, there are no additional bid requirements to consider (i.e. vendor experience/background, performance criteria, special terms and conditions).

Request for Proposals (RFP)

An RFP is utilized to solicit proposals from qualified vendors for complex goods, Non-Professional Services, or Professional Services when the specifications are complex in nature and additional factors need to be considered along with price.

Awards are based on the offer that best meets the needs of the District and is most advantageous in terms of the criteria as designated in the RFP.

Informal Bidding

Informal bidding is a method where a Request for Quote (RFQ) or a Request for Qualifications is utilized to obtain pricing for routine goods or services.

Request for Quotation (RFQ)

An RFQ is an informal method issued by Purchasing to solicit quotes when products or services are standard or off-the-shelf, which allows the District to compare various bids easily.

Request for Qualifications

A qualification-based selection is a method used for Professional Services where the most qualified firm is selected through a process utilizing criteria related to the competence and qualifications of the individual or firms. Prices are not revealed during the competitive selection process. This process is utilized to create the *USD Consultant Short Lists*.

Additional Purchasing Guidelines

Bid procedures shall be open and unrestricted; however, the District shall not be obligated to solicit bids from every supplier of any given service or material.

If only one (1) responsive bid is received in response to an IFB, RFP, or RFQ an award may be made, at the District's sole discretion, to the single contractor if the District finds that:

- the price(s) submitted are fair and reasonable, or
- the prices(s) submitted are consistent with current market conditions, or
- there is not adequate time for re-solicitation.

Otherwise, the bid may be rejected and new bids may be solicited, the proposed procurement may be canceled; or, if the District determines the one price is not reasonable, and the re-solicitation results would not change, negotiations may be entered into with the lone bidder. If new bids are solicited, the prices originally submitted shall not be released to the public to maintain the integrity of the procurement process.

Prior to utilizing the IFB process specifically, the requesting workgroup will evaluate the project to ensure it meets the IFB guidelines.

In all District procurement activities, acquisitions shall not be artificially divided to circumvent bidding requirements. The procurement team will perform routine audits of internal transactions to verify and report findings to the Executive Team for action.

Product Demonstrations may be utilized to determine viability of various products or services for the District at all procurement levels. The Procurement Team should be engaged before a product is demonstrated for potential use and will assist in the process to minimize risk and liability to the District. The Procurement Team's involvement in these demonstrations is intended to ensure that insurance and other pertinent documents are obtained and filed appropriately with the District. A product demonstration does not guarantee future business with the District.

Guidelines Based on Dollar Amount

Purchases Up to - \$25,000

- Expenditures for the procurement of supplies, equipment, materials, or services having an estimated value of less than \$25,000 may be made on the open market with the requestor's discretion without following formal procurement methods.
- If informal methods indicate costs may exceed the \$25,000 threshold staff should consult with the procurement team prior to proceeding.
- A single quote may be obtained to purchase goods and services. The Work Group Manager should request that the vendor provide a written quote containing all details of the purchase. It is recommended that three (3) written competitive quotes be obtained, to ensure the District is receiving the best value, however, it is not required.

Purchases \$25,001 - \$100,000

- Three (3) quotes should be obtained to purchase goods and services. If three quotes are not available, staff should consult with the Procurement Team for guidance.
- If only one (1) responsive bid is received in response to the solicitation, see "Additional Purchasing Guidelines" section.

Purchases Over \$100,000

- Board approval is required.

Note: Refer to *Purchasing Options by Dollar Amount Matrix* (Attachment C) for additional information.

Contract Severance & Bid/Proposal Protest Procedures

Per the District's Terms and Conditions for Professional and Non-Professional Services, contracts may be subject to cancellation for either cause or convenience. The District will maintain records for the rationale behind such cancellations. General Manager, Work Group Managers, Coaches, or designees are responsible for creating and forwarding rationale for contract cancellations to the Procurement Team for filing.

Authority of Officials

The procedures for protesting selection of successful bidders described below are mandatory, and the time limits are absolute. The purpose of this section is to minimize disputes and litigation. For "District Projects", bid protest procedures shall be as described in the project specifications.

For all other competitive bidding processes the bid protest procedures shall be as set forth herein, unless otherwise provided in the procurement documents.

If a bidder disagrees with the District's recommendation of award of any competitively bid contract the protest must be submitted in writing within five (5) calendar days of the award recommendation of the contract. The Business Services Manager shall respond within five (5) calendar days of receipt of the protest.

Failure to submit a written protest within five (5) calendar days of the District's recommendation of award of the contract shall constitute a waiver of any protest or appeal and any right to file a claim regarding the award of the contract.

Appeal Procedure

Appeals of District decisions may be allowed in the circumstances set forth below. For "District Projects," the procedure for appealing District decisions on bid protests, if any, shall be as described in the project bid documents and specifications.

For all other competitive bidding processes, the procedure for appealing District decisions on bid protests, if any, shall be set forth in the procurement documents. If not set forth in the procurement documents, there shall be an appeal provided as set forth herein. The protestor may submit an appeal that shall:

- be in writing, and
- be directed to the General Manager, and
- include the documents necessary to substantiate the position of the appellant.

Such appeal must be filed on or before the fifth (5th) calendar day following the decision of the Business Services Manager.

The General Manager shall respond in writing to any such written appeal within 45 calendar days of receipt of the appeal. However, the General Manager may request in writing additional documentation to render his or her decision, within ten (10) calendar days of receipt of an appeal.

Additional documentation and information requested must be requested and provided by the protester within five (5) calendar days of such request.

Bidders or protestors have no right to appeal to the Board of Directors of Union Sanitary District. The decision of the General Manager will be final and constitute exhaustion of administrative remedies by the bidder.

After the exhaustion of the above administrative remedies, a claimant may file a claim pursuant to Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910, or Part 3 of Division 3.6 of Title 1 of the California Government Code). The procedures outlined above shall not extend the time to file a formal claim to the Board of Directors pursuant to Section 900 et seq. of the Government Code.

Responsibilities and Frequency

Employee Responsibility

District employees who are involved in any procurement activity have the responsibility to follow this policy and supporting procedures. Employees should engage the Procurement Team directly for process clarifications on procurement methods.

Procurement Responsibility

The Procurement Staff have the responsibility to coordinate and support the procurement activities and adhere to this policy and supporting procedures.

Management Responsibility

The District's management staff has the responsibility to ensure that this policy and supporting procedures are followed by employees. The Executive Team will review and approve all Non-Compete Form requests submitted and notify the Procurement Team of their determinations.

Attachment List

- A. Approval Authority Levels for Entering into Contracts for TS Workgroup and ETSU Projects
- B. Approval Authority Levels of Expenditures for Approved Budgeted Funds TS Workgroup Projects and ETSU Projects
- C. Purchasing Options by Dollar Amount Matrix
- D. Non-Competitive Procurement Request Form

Approved by:	Board of Directors
Author/Owner:	Business Services Manager
Reviewers:	Executive Team,
Notify Person:	Business Services Manager
Revision Frequency:	Every 3 Years
Next Review:	February 2024

APPROVAL AUTHORITY LEVELS FOR ENTERING INTO CONTRACTS FOR TS WORKGROUP AND ETSU PROJECTS

ATTACHMENT A

Fund 80 (RNWL) and Fund 90 (CPTY)

Type of Contract Approval	Project Manager	Coach or Asst. ETSU PM	ETSU PM or WGM	General Manager	Board of Directors
1. Enter into a Contract for Construction	Not authorized	Not authorized	Up to \$50,000 and requires an "information only" notification to the Board.	Up to \$100,000 and requires an "information only" notification to the Board.	>\$100,000 Board Secretary and General Manager signs contract
2. Approve Change Orders (CCO) under Construction Contracts	Project Mgr. may elect to give Construction Manager authority up to \$10,000 or one day of Time & Material work, whichever is less.	Up to \$25,000	Up to \$50,000	Up to \$100,000	<u>CCO Amount per Contract</u> 0 to \$25M 15% \$25M to \$50M 10% \$50M to \$100M 5% Above \$100M 2.5% >\$100,000 or when the cumulative value of the CCO's exceeds the above sliding scale percentage per contract. (1) Board authorizes General Manager to sign contract change order.
3. Enter into a Contract for Study, Pre-Design, Design, Engineering Support During Construction, Construction Management, Inspection, Programming, or other professional services Contracts, Task Orders, and other expenditures for Budgeted Projects	Not authorized	Not authorized	Up to \$50,000	Up to \$100,000	>\$100,000 Board authorizes General Manager to sign contract.

Type of Contract Approval	Project Manager	Coach or Asst. ETSU PM	ETSU PM or WGM	General Manager	Board of Directors
4. Sole-Source Equipment Acquisition Request	Not Authorized	Not Authorized	Not Authorized	GM authorization required for equipment not on the Standardized Equipment List. See Policy No. 2760	Board authorization required for updating the Standardized Equipment List. See Policy No. 2760
5. Execute Task Orders under a Blanket Agreement	Not authorized	Up to \$25,000	Up to \$50,000	Up to \$100,000	>\$100,000 Board authorizes General Manager to sign contract.
6. Execute Subsequent Task Orders	Not authorized	Up to \$10,000	Up to \$50,000	Up to \$100,000 or if >15% of adjusted base amount when sum is >\$50,000	>\$100,000 or if >15% of adjusted base amount when sum is >\$100,000. Board authorizes General Manager to sign contract.
7. Execute Task Order Amendments	Not Authorized	Not Authorized	Up to \$50,000	Up to \$100,000 or if >15% of cumulative adjusted base amount, when sum is >\$50,000	>\$100,000 or if >15% of cumulative adjusted base amount when sum is >\$100,000. Board authorizes General Manager to sign contract.
8. Execution of Non-Monetary Amendments (e.g.: significant changes in contract language, liability, or time of completion).	Not authorized	Not authorized	Not authorized	General Manager Approves	Not Applicable
Acceptance of a Construction Contract and Authorize Filing of Notice of Completion	Not authorized	Not authorized	Up to \$50,000 <i>with an informational report to the Board</i>	Up to \$100,000 <i>with an informational report to the Board</i>	>\$100,000 Board Secretary and General Manager signs documents

Credit-type change order or Task Orders Amendments (negative value) shall follow the same approval authority levels, except absolute values of credits greater than \$100,000 can be authorized by the General Manager.

(1) Should the original change order authority be exceeded for any project (based upon the sliding scale above), the Board shall have the authority to increase the change order amount to an amount the Board deems reasonable on a case by case basis. In these instances, staff will provide a change order summary to the Board quarterly showing all the change orders approved since the change order authority was increased.

**APPROVAL AUTHORITY LEVELS OF EXPENDITURES FOR
APPROVED, BUDGETED FUNDS FOR TS WORKGROUP AND ETSU PROJECTS**

ATTACHMENT B

Applies to Funds 80 (RNWL), 90 (CPTY) and 30 (Special Projects)

Type of Expenditure Approval	Project Manager	Coach or ETSU Asst. PM	ETSU PM or WGM	General Manager	Board of Directors
<p>Approved, budgeted expenditure relating to an approved Contract or Agreement for:</p> <ul style="list-style-type: none"> Contractor Invoices for Progress Payments Consultant Invoices for Approved Task Orders and Amendments 	<p>Up to \$200,000</p> <p>Up to \$50,000</p>	<p>Up to \$400,000</p> <p>Up to \$100,000</p>	<p>No limit if $\leq 100\%$ + applicable CCO rate of contract amount (See Attachment A)</p> <p>No limit if $\leq 115\%$ of contract amount (Adjusted base amounts > \$100,000)</p>	<p>No limit if $\leq 100\%$ + applicable CCO rate of contract amount (See Attachment A)</p> <p>No limit if $\leq 115\%$ of contract amount (Adjusted base amounts > \$100,000)</p>	<p>>100% + applicable CCO rate of contract amount (See Attachment A)</p> <p>>115% of contract amount (Adjusted base amounts > \$100,000)</p>
Requisitions for Budgeted Projects	Not authorized	Up to \$25,000 for Coach position only	Up to \$50,000	Up to \$100,000	>\$100,000

**PURCHASING OPTIONS BY DOLLAR AMOUNT MATRIX
ATTACHMENT C**

Formal or Informal Bidding	Purchasing Options by Dollar Amount	No. of Quotes Required
	Up to \$25,000 - All Items Except District Projects >\$15,000	
Informal	Request for Quote	1
Informal	Cooperative Contract	1
Informal	Technical Services General Services Agreement	1
Informal	Standardized Equipment List	1
Informal	Sole Source	1
	\$25,000 - \$100,000 - Goods and Services & Non-Professional Services	
Formal	Invitation for Bid	3
Formal	Request for Proposal	3
Informal	Request for Quote	3
Informal	Cooperative Contract	1
Informal	Standardized Equipment List	1
Informal	Sole Source (Requires Non-Competitive Form and ET Approval)	1
	\$25,000 - \$100,000 - Professional Services and District Projects >\$15,000	
Formal	Request for Proposal	3
Informal	Request for Quote	3
Informal	Technical Services General Services Agreement (up to \$50,000)	1
Informal	Cooperative Contract	1
Informal	Sole Source (Requires Non-Competitive Form and ET Approval)	1
	>\$100,000 - Goods, Non-Professional Services & Professional Services <i>Any purchase in this section requires Board approval</i>	
Formal	Invitation for Bid	3
Formal	Request for Proposal	3
Informal	Cooperative Contract	1
Informal	Standardized Equipment List	1
Informal	Sole Source (Requires Non-Competitive Form and ET Approval)	1



ATTACHMENT D
NON-COMPETITIVE PROCUREMENT REQUEST (Products & Services)

Date:	Supplier/Brand Name/Contractor:
Type of Product/Service:	
Requisition #:	Estimated Cost:

Because the Union Sanitary District is a public agency, it is a goal of the Purchasing Department to acquire needed products and services at fair and reasonable prices and by methods that are considered in the best interest of the District and the public.

Other than defined construction “projects” with dollar value greater than \$15,000, the District is not required to solicit competitive, formal sealed bids for the acquisition of products and services. However, best practices procurement for a public agency, as is Union Sanitary District, provides that we engage in soliciting competitive pricing for the products and services we acquire with dollar values greater than \$15,000 for a single item or group of items or services, unless a determination of non-competition is made.

Competition may not exist or be limited by:

- Many products and services are unique to our industry and a few, or perhaps only one source of supply may exist or be available to provide a certain good or service, and/or;
- Some parts and equipment require adherence to a particular brand name (but not a particular supplier of the brand name) in order to maintain the form, fit and function of a part, parts or system, and/or;
- Some suppliers of certain specialized services, by their focus on the wastewater treatment industry, are uniquely better suited to perform a particular service or repair to our equipment or systems, and/or;
- Maintaining proper performance of the system and/or warranty validity issues can be part of a determination for selection of a certain supplier on a non-competitive basis.

When a request (requisition) is made for a non-competitive acquisition of a good(s) or service(s) that contain specifications and/or other operational/technical requirements which limits the ability for the District to seek more than one bid or quotes in the marketplace (as described above), the requesting department representative must complete the information below and obtain approval of the action.

Thank you for your cooperation.

Please check one of the following that applies to your request. Provide the information requested for the category you checked.

1. ☐ **SOLE-SOURCE:** Products or services are available from one source only (i.e.: one manufacturer, service provider of proprietary service, etc. not one supplier)
What are the unique features of the product/brand/service/service provider that are not available in any other brand/service/service provider?

For services: What unique qualifications, rights, licenses, etc. does the recommended supplier possess to support a sole-source award of contract to them?

2. ☐ **SOLE-BRAND OR SERVICE:** Multiples sources may be able to supply the specified model and brand. In this case, competitive bids or quotes may be solicited for the requested brand or service only. If only one source of supply of the brand exists (i.e.: a dealer is the only one in a “protected” territory) the purchase will be made without further solicitation of bids or quotes.

Why is the specified brand required (not merely preferred) and how would your requirements for this specific brand be inhibited or burdened without purchase of the particular brand or service requested?

3. ☐ **STANDARDIZATION REQUEST:** The District requires the item(s) or services in order to standardize on parts, design, quality, adherence to form, fit and/or function, and/or to maintain warranty or a maintenance contract on an existing product or system.

If justification is based on the need to match the new item or service with existing equipment, parts, etc., list the quantity, manufacturer/brand and model of the existing equipment pertaining to this request and why the matching is required.

4. ☐ **OTHER NON-COMPETITIVE RECOMMENDATION:** Examples include: 1. Emergency Operational Purchase (per Purchasing Policy), 2. pre-qualified suppliers (suppliers awarded contracts under State of California bidding or other cooperative bidding, where price and other factors have already been assessed), or 3. quality/reliability and performance history indicates an award of a contract to a particular supplier would be in the best interest of the District.

Indicate which situation exists for this request. For No. 1 - Describe the unexpected occurrence or set of circumstances that demands immediate action:

5. ☐ This approval will be part of the *Sole Source Vendors for Standardized Equipment* list and will remain on that list for up to 3 years.

U. S. D. Requestor Name:	Purchasing Dept. Recommendation & Concurrence
Coach or Workgroup Mgr. approval (up to \$15,000 requisition value). _____	Recommendation: _____ By: _____, Purchasing Agent
Executive Team approval (over \$15,000 requisition value) By: _____ <u>(Note: Board of Directors approves award of sole-source contracts over \$100,000 value)</u>	Date: _____



PROCUREMENT POLICY

Union Sanitary District Policy No. 2755

Effective Date: February 2021

Table of Contents

<u>Policy and Purpose.....</u>	<u>3</u>
<u>Uniform Guidance.....</u>	<u>3</u>
<u>Definitions.....</u>	<u>4</u>
<u>Approval Thresholds.....</u>	<u>8</u>
<u>Methods of Procurement</u>	<u>9</u>

<u>Blanket Purchase Order Agreements</u>	<u>9</u>
<u>Cal-Card.....</u>	<u>9</u>
<u>District Projects</u>	<u>9</u>
<u>Technical Services – General Service Agreements</u>	<u>10</u>
<u>Technical Services – Consultants Short List.....</u>	<u>10</u>
<u>Cooperative Contracts</u>	<u>10</u>
<u>Emergency Purchases: Declared Emergency and Emergency Operational Purchases</u>	<u>10</u>
<u>Force Account Work</u>	<u>11</u>

<u>Sole Source.....</u>	<u>11</u>
<u>CIP Standardized Equipment List</u>	<u>12</u>
<u>Formal Bidding: Invitation for Bid (IFB) / Request for Proposal (RFP)</u>	<u>12</u>
<u>Informal Bidding: Request for Quotation (RFQ) / Request for Qualifications</u>	<u>12</u>
<u>Additional Purchasing Guidelines</u>	<u>13</u>
<u>Guidelines Based on Dollar Amounts</u>	<u>14</u>
<u>Purchases up to \$25,000</u>	<u>14</u>
<u>Purchases \$25,001 - \$100,000</u>	<u>14</u>
<u>Purchases Over \$100,000</u>	<u>14</u>
<u>Contract Severance & Bid/Proposal Protest Procedures</u>	<u>14</u>
<u>Responsibilities and Frequency</u>	<u>16</u>

Attachments:

- A. Approval Authority Levels for Entering into Contracts for TS Workgroup and ETSU Projects
- B. Approval Authority Levels of Expenditures for Approved Budgeted Funds TS Workgroup and ETSU Projects
- C. Purchasing Options by Dollar Amount Matrix
- D. Non-Competitive Procurement Request

Union Sanitary District
Policy and Procedure Manual

<u>Effective Date:</u> <u>February 2021-08/14</u>	<u>Procurement</u> Purchasing Policy	Policy Number 2755
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Policy & Purpose

PURCHASING MISSION

The ~~purchasing mission of~~ Union Sanitary District procurement function is intendedis to provide internal customers with functional expertise and guidance in the value-added procurement of goods and services needed atthrough the acquisition, storage and issuance of materials with a commitment to an open and competitive process with individuals and organizations that may do business with the District. This is accomplished by promoting accountability, innovation, and continuous improvement in all interactions and dealing with the supplier community in an open and equitable manner, while obtaining the best possible value for the District.

~~The intent of this policy is to~~will promote the most cost-effective use of taxpayer dollars while contributing to fairness and equal access to business opportunities with the District. The policy mission is also intended to promote value for external ratepayers by supporting stewardship of District resources and ensuring compliance with applicable laws and regulations. ~~This is accomplished by promoting accountability, innovation and continuous improvement through the solicitation of material and service requirements to the supplier community in an open and equitable manner that promotes and maintains the public trust.~~

PURPOSE

The It is the intent of this Policy to be consistent with the California Government Code, California Public Contract Code, and any other California codes and regulations governing public contracting and procurement ("California Law"). In the event of any conflict between this Policy and California Law, California Law shall prevail. In addition, to the extent California Law allows or is amended to allow less stringent purchasing or procurement requirements than required in this Policy, the less stringent requirements set forth in California Law shall be applicable.

~~purpose of the Purchasing Policy is to provide direction and guidance to District staff for the efficient purchase of supplies, materials, equipment and services and to define the purchasing authority and responsibility of District staff.~~

Exceptions to this policy may be approved by the Executive Team or Board of Directors on a case-by-case basis.

Uniform Guidance

The District maintains written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The District has established a Gratuities Policy allowing acceptance of unsolicited items of nominal value. District standards of conduct provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the District.

Definitions

DEFINITIONS

<u>Addendum</u> A m e n d m e n t	<u>Any alteration, correction, or adjustment to a solicitation document prior to award.</u> Modification of terms and/or pricing for goods, professional or non-professional services contract, or task order.
<u>Adjusted Base Amount</u>	The new dollar amount of a Contract including Change Orders, or the sum of all Task Orders, including amendments, as approved by the <u>Approver</u> General Manager or the Board of Directors , for sums exceeding their predecessor's approval authority limit, or exceeding 115% <u>(see</u>

	<u>Attachment A for variable Change Order rates)</u> of the Base Amount or previous Adjusted Base Amount (see also Base Amount).
<i>Amendment</i>	Modification of terms and/or pricing for goods, professional or non-professional services contract, or task order.
<i>Approver</i>	The individual with the authority to designate appropriated funding for a specific procurement.
<i>Authority to Enter into Contracts</i>	The term "Authority to Enter into Contracts" shall mean that the individual has authority to sign written contracts with outside parties.
<i>Base Amount</i>	The dollar amount of an initial Contract or Task Order.
<i>Best Value</i>	<u>The tradeoff between price and performance that provides the greatest overall benefit under the specified selection criteria.</u>
<i>Blanket Purchase Agreement</i>	An <u>open</u> agreement between the District and a Supplier whereby the Supplier agrees to purchase a given quantity of specific furnish goods or <u>standard</u> services over under established terms and conditions and where there is a <u>specified period of time</u> . transaction limit.
<i>Blanket Purchase Agreement for Task Orders</i>	A consulting or professional services contract agreement, generally intended between the District and a consultant for support services on an on-call basis and on more than one project, where a time of performance limit and an annual transaction maximum compensation limit is set by the terms of the agreement.

Base Amount ~~The dollar amount of an initial Contract or Task Order.~~

<i><u>Budgeted Procurements</u></i> <i><u>Best Value</u></i>	<u>Projects or purchases that have been included as part of the fiscal year budget, or as a respective augmentation thereof, and authorized by the Board.</u> Awards/purchases based on service and technical elements of a bid or proposal along with the cost/price element.
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<i>Capacity Funds (CPTY)</i>	Funds that are set aside for activities related to increases in <u>or preservation of</u> the capacity of the collection, <u>transport</u> , and/or treatment system (both capital and non-capital are included in this fund).
<u><i>Centralized Procurement</i></u>	<u>Unless otherwise stated in this policy, all purchases of goods and services are made by the District's procurement function to avoid duplication, overlapping and non-uniform procurement.</u>
<i>Change Order</i>	A written order directing the vendor to make changes to the original purchase order and/or contract <u>amount, timing, or scope of work.</u>
<i>Construction Management Consultant</i>	Consulting firm hired under a separate contract to oversee contractor work on a construction project.
<u><i>Consultant</i></u>	<u>A person or company that provides a professional service to the District.</u>
<i>Contract</i>	Any <u>voluntary, deliberate, and legally binding agreement(s)</u> , legal contract, purchase order (s), or written documents document which <u>memorialize or establish</u> produces a contractual agreement between the District and another party for the procurement or disposal of supplies, services, or construction.
<i>Cooperative Contracts</i>	Contracts already solicited and/or awarded by other public agencies, often under the sponsorship of non-profit cooperative contract associations, allowing the District to purchase goods, services, and equipment at competitively bid or assessed pricing, without the need for the District to undertake a separate solicitation request action.
<i>Declared Emergency</i>	For the purpose of procuring professional and non-professional services or goods and related services, a declared emergency is a sudden, generally unexpected, <u>sustained occurrence or set of ongoing circumstances that has been declared by any local, state, or federal agency as an emergency.</u> <u>Or the District has declared an emergency requiring immediate action, the</u>

	<u>absence of which would undermine essential District services or cause an economic loss to the District or to prevent or mitigate the loss or impairment of life, health, property, or essential public services in accordance with applicable laws.</u> sustained occurrences or set of ongoing circumstances that requires the General Manager to invoke or seek to invoke purchasing authority by resolution of 4/5ths quorum of the Board of Directors.
<i>District Projects</i>	Any construction, reconstruction, alteration, enlargement, renewal, <u>rehabilitation</u> , or replacement of District owned sewer facilities or property including but not limited to furnishing of supplies or materials for any such work and where the expenditure exceeds the limits specified in Public Contract Code Section 20803 <u>(\$15,000)</u> . <u>These projects must be formally bid out.</u>
<i>Emergency Operational Purchases</i>	An <u>For the purpose of procuring professional and non-professional services or goods and related services, an</u> emergency is a sudden, generally unexpected, <u>sustained</u> occurrence or set of <u>ongoing</u> circumstances <u>requiring that demands</u> immediate action, the absence of which would undermine essential District services or cause an economic loss to the District <u>or to prevent or mitigate the loss or impairment of life, health, property, or essential public services.</u>
<i><u>Force Account/In-House Projects</u></i> <i><u>Operating Budget and Pre-Treatment Funds (OPTF)</u></i>	<u>New construction, preservation, support, mending, rehabilitation, restoration, and renovation projects performed utilizing in-house staff for the entire scope of the project. The District can perform force account work with no dollar limit or competitive bidding on labor, provided that the work is performed by the District's staff. Other project items such as Funds used for normal operating expenses. A given Work Group's total budget should not be exceeded. A current list of valid accounts is included in the current "Operating and CIP Budgets." The Pretreatment Fund is the special account in which receipts are deposited from administrative penalties referenced in the Administrative Procedures and Penalties section of Ordinance No. 36.</u> <u>Professional Services, materials, and equipment required to complete the work would still need to comply with the terms of this Purchasing Policy.</u>

<i>Goods</i>	All Any and all supplies, <u>materials</u> , material and/or equipment which are moveable at the time of sale, and can be furnished to or be used by the District. This also includes goods purchased separately for District Projects. and goods purchased with installation services where the major portion of the cost is for the goods.
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Maintenance and Repair Projects ~~Acts of preservation, support, mending, restoration and renovation to prevent decline in condition or to restore useful life of District-owned wastewater collection or treatment facilities or property.~~

Special Projects Funds (SPF) ~~Funds approved by the Board for a specific project or purpose. Each project has an appropriate account number and a Project Manager/Program Manager listed under "Accounting/CIP Project List" on the District's "Portal".~~

Pre-Purchased Equipment ~~Equipment purchased by the District for a District or Special Project, generally before the start of work on a construction project, and under a separate contract with the supplier or manufacturer.~~

Professional Services <u>Invitation for Bid (IFB)</u>	A formal bid process used when there is no substantive difference among the products or services that meet specifications so that the only difference among responsive bids is price. Services that require a formal certification by a professional body such as legal, medical, accounting, architecture, land surveying, professional engineering, real estate appraising, etc., including IT work where the scope is mainly services. Or any other service the Executive Team deems appropriate to be categorized as such.
<i>Non-Professional Services</i>	All services not within the scope of the definitions of Professional Services below <u>above</u> . They are nontechnical or non-consultant services that provide support to and facilitate District operations. Typically, "trade" services that furnish labor to repair or provide maintenance for District-owned equipment or property. These types of services include, <u>but are not limited too</u> , maintenance agreements, uniform rental services, electrical, HVAC, plumbing, and mechanical. Final product of engagement is that something is built, repaired, diagnosed, or otherwise improved.

<i>Pre-Purchased Equipment</i>	Equipment purchased by the District for a District or Special Project, generally before the start of work on a construction project and under a separate contract with the supplier or manufacturer.
<i>Professional Services</i>	<p>Services that require specialization/higher level of expertise, or a formal certification by a professional body such as legal, medical, accounting, architecture, land surveying, professional engineering, real estate appraising, etc., including IT and programming work where the scope is mainly services. The Executive Team also maintains authority to qualify other services appropriate to be categorized as such.</p> <p><i>Note: Professional Services contracts may be executed to assist the District in data collection, pilot studies, analyses, or making process or other recommendations to the District based on a service provider's unique area of expertise. These contracts may be precursors or separately executed in association with either Force Account or District Project work.</i></p>
<i>Renewal and Replacement Funds for Equipment (VHEQ), (ISRR), (PPSR)</i>	Funds for the specific purpose of replacing vehicles and equipment including renewals and replacements for Information Systems, Plant and Pump Station, and transport systems equipment.
<i>Request for Information (RFI)</i>	An RFI could be a first step or component included in establishing criteria for an IFB or RFP. This mechanism may be used solely for information gathering purposes.
<i>Request for Proposal (RFP)</i>	A formal bid process used for contracting of complex goods or services (professional or non-professional) where multiple factors must be considered along with price (experience, qualifications, specifications, etc.).
<i>Request for Quotation (RFQ)</i>	An informal bid process used when products or services are standard or off the shelf, which allows the District to compare various bids easily. No guarantee of subsequent purchase is implied when an RFQ is issued.
<i>Short List</i>	A periodically reviewed, pre-approved list of professional service providers who may be directly engaged by the District based on special qualifications or knowledge.

<u>Small Contract Threshold</u>	<u>Collective value of a contract or smaller sums over a period of time not to exceed 5 years or \$100,000, whichever comes first, at which time the contract must be reviewed for continued suitability of pricing and terms by contract initiator and the Procurement Team.</u>
<i>Special Projects Construction</i>	Any construction, reconstruction, alteration, enlargement, <u>rehabilitation</u> , renewal, or replacement of District-owned sewer facilities or property including but not limited to furnishing of supplies or materials for any such work where the expenditure is less than the \$15,000 limit specified in Public Contract Code Section 20803. <u>These projects may be awarded either formally or informally, depending on the complexity of the project.</u>
<u>Special Projects Funds</u>	<u>Funds approved by the Board for a specific project or purpose. Each project has an appropriate account number and a Project Manager/Program Manager listed under "Accounting/CIP Project List" on the District's "Portal".</u>
<u>Standardized Equipment List</u>	<u>A periodically reviewed, pre-approved list of equipment where standardization is desirable for a variety of reasons (maintenance, parts commonality, training, etc.). Items on this list may be purchased using sole source or without considering substantially "equal" substitutions.</u>
<i>Structural Renewal and Replacement Fund (RNWL)</i>	Funds Funds that are set aside and accumulated for the specific purpose of the renewal and replacement of infrastructure. Funds must replace or extend life of the asset and are included in the Capital Improvement Program budget.

~~Renewal and Replacement Funds (RRF) for Equipment (VHEQ), (ISRR), (PPSR)~~ Funds that are set aside and accumulated for the specific purpose of replacing vehicles and equipment, including renewals and replacements for Information Systems and Plant and Pump Station equipment.

~~Plant and Pump Station Standardized Equipment List~~ Equipment, standardized by the District by way of resolution that is deemed feasible to be purchased from only one source.

<i>Task Order</i>	A directive to a consultant under a consultant or sub-consultant contract, Professional Services Agreement, or a Blanket Purchase Agreement for Task Orders, detailing the work scope, payment, and schedule of a definitive task or tasks.
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Approval Thresholds

The Board of Directors designates the authority to commit specific funds as indicated below.

Operating Funds

<u>Staff</u>	<u>may initiate requisitions but must have approvals as below</u>
<u>Storekeepers</u>	<u>up to \$7,500 for warehouse stock replenishment orders</u>
<u>Coaches</u> <u>(includes ETSU APM)</u>	<u>up to \$25,000</u>
<u>Work Group Managers</u> <u>(includes ETSU PM)</u>	<u>up to \$50,000</u>
<u>General Manager</u>	<u>up to \$100,000</u>
<u>Board of Directors</u>	<u>above \$100,000</u>

Over \$100,000 List

ARTICLE 1 – CONTRACT AND PAYMENT AUTHORITY THRESHOLDS

Each fiscal year, the Board of Directors approves the District budget, ~~that allows expenditure of funds for a wide array of goods, services and administrative costs.~~ As part of the budget approval process, the Board reviews and approves the “Annual Contract Purchases of Supplies, Services, and Vehicle and Equipment Renewal/Replacement Replacements Over \$100,000”. ~~Once the This budget is approved, expenditure approval delegates to staff payment authority for the line items listed in the list is delegated to staff without additional Board approval document. The Board of Directors designates the authority to commit specific funds as indicated below:~~

~~a) Operating and Pre-Treatment Funds~~

~~Coaches: _____ up to \$10,000~~

~~Work Group Managers: _____ up to \$50,000* (see section b & c below)~~

~~General Manager: _____ up to \$100,000~~

~~Board of Directors: _____ above \$100,000~~

~~b) *Vehicle and Equipment Funds (VHEQ)~~

~~The Collection Services Manager or other Work Group Manager designated by the General Manager is authorized to approve individual expenditures of Board approved VHEQ budgeted funds for purchases of the vehicles and equipment listed in the budget, subject to the signature authority in this policy. Individual vehicle/equipment not on the over \$100,000 list will require separate Board action to approve. and made with those funds, regardless of amount, provided the budget is not exceeded by more than 15%.~~

Information Systems Renewal and Replacement Funds (ISRR) and Plant and Pump Stations Renewal and Replacement Funds (PPSRR)

The Fabrication, Maintenance, and Technology Manager, or other Work Group Manager designated by the General Manager, is authorized to approve individual expenditures of Board approved ISRR and PPSRR budgeted funds for purchases of hardware, software, and other information systems related as well as plant or pump station equipment or repairs, subject to the signature authority in this policy. Items not on the over \$100,000 list will require separate Board action to approve.

Once Board approval for the VHEQ, ISRR and PPSRR is reflected by budget or other Board action, the following exceptions require additional Board approval:

~~The Collections Services Manager or designee will obtain Board approval prior to authorizing any of the following:~~

- Increase in the purchase quantity of a listed ~~vehicle or equipment~~ item; or
- Addition of a newly ~~-identified~~ item ~~vehicle or equipment~~ for purchase not listed in the approved budget; or
- Purchase of an upgrade to ~~ana-District vehicle or equipment~~ item not listed in the approved budget; or
- Expenditure exceeding 15% of the estimated purchase amount for a listed vehicle or equipment over \$100,000.

~~c) Special Projects Funds, (SPF), Structural Renewal and Replacement Fund, (RNWL), Renewal and Replacement Fund (RRF)* and/or Capacity Funds (CPTY):~~ Approval of individual expenditures of Board approved ~~SPF, RNWL and/or, RRF AND/OR~~ CPTY budgeted funds is authorized by the TS Workgroup ~~Manager or other Work Group Manager designated by the General Manager~~ in accordance with the Approval Authority Levels of Expenditures for Approved, Budgeted Funds for TS Workgroup and ETSU Projects Matrix (Attachment B). Approval Authority Levels of Expenditures for Approved, Budgeted Funds For TS Workgroup matrix. *does not include (VHEQ)

~~Approval of individual expenditures made by a Work Group other than TS using SPF, RNWL, CPTY, and CPTYRRF funds,~~ may be authorized by any employee shown as the "Project Manager" or "Program Manager" for any project or purpose as listed in the current Operating and CIP Budgets with an appropriate account number, provided that the total project budget amount is not exceeded by more than 15%. The General Manager has the same authority as Project/Program Managers. Project or Program Managers may be assigned to projects ~~a project~~ after the budget is approved.

~~The Project Manager/Program Manager is responsible for maintaining an accurate accounting of the funds used and obtaining Board approval prior to authorizing any overages in excess of 15% of the~~ approved project budget.

~~ARTICLE 2 METHODS OF PROCUREMENT~~

~~a) Small Purchases Less than \$15,000 for Goods and Non Professional Services and Professional Services:~~

~~Expenditures for the procurement of supplies, equipment, and/or materials having an estimated value of less than \$15,000 may be made on the open market with the requestor's discretion without following the formal procurement methods. Procurement requirements shall not be artificially divided so as to circumvent the formal bidding requirement. Approved methods:~~

- ~~SINGLE QUOTE: A single quote may be obtained to purchase goods and services. The Work Group should request that the vendor provide a written quote containing all details of the purchase. It is suggested that, when time allows, three (3) written competitive quotes be obtained via fax or email, to ensure you are receiving the best value for the District.~~
- ~~PRODUCT DEMONSTRATION: Purchasing must be notified before a product is demonstrated for potential use. Purchasing will provide assistance in the process to determine if a competitive process is warranted.~~
- ~~CAL CARD credit card, established Blanket Purchase Orders (BPO's) and District Purchase Orders may be used to acquire common goods and services needed in the District's day-to-day operations, in accordance with other applicable policies or procedures.~~

b) ~~Informal Bidding \$15,000 - \$50,000 for Goods and Non Professional Services~~

Approved methods:

- ~~REQUEST FOR QUOTES (RFQ): A RFQ issued by Purchasing to purchase goods and Non Professional Services with an attempt to receive three (3) qualified quotes. Awards should be made to the vendor offering the lowest responsive and responsible bid based on the best value determined by the District.~~
- ~~PRODUCT DEMONSTRATION: Purchasing must be notified before a product is demonstrated for potential use. Purchasing will provide assistance in the process to determine if a competitive process is warranted.~~

c) ~~Professional Services above \$15,000 and Formal Competitive Sealed Bidding Above \$50,000 for Goods and Non Professional Services:~~

Approved methods:

- ~~INVITATION FOR BID (IFB): An IFB is a formal procedure issued by Purchasing to solicit bids for Goods and in some cases, Non Professional Services. An award will be made to the vendor offering the lowest responsive and responsible bid based on the best value determined by the District.~~
 - ~~Bid procedures shall be open and unrestricted; however, the District shall not be obligated to solicit bids from every supplier for every requirement. It is in the District's best interest to ensure that an adequate number of bidders are solicited to achieve optimum competition.~~

- ~~If only one (1) responsive bid is received in response to the IFB, an award may be made to the single contractor if the District finds that:~~
 - ~~—— (1) the price(s) submitted are fair and reasonable,~~
 - ~~—— (2) other prospective bidders had reasonable time to respond, or~~
 - ~~—— (3) there is not adequate time for re-solicitation.~~
- ~~Otherwise, the bid may be rejected and new bids may be solicited, the proposed procurement may be canceled; or if the District feels the one price is not reasonable, and the re-solicitation results would not change, negotiations may be entered into with the lone bidder. If new bids are solicited, the prices originally submitted shall not be released to the public in order to maintain the integrity of the procurement process.~~
- ~~PRODUCT DEMONSTRATION: Purchasing must be notified before a product is demonstrated for potential use. Purchasing will provide assistance in the process to determine if a competitive process is warranted.~~
- ~~REQUEST FOR PROPOSAL (RFP): A RFP is a formal objective method of contracting for complex goods, Non-Professional Services or Professional Services whereby proposals are solicited from qualified vendors to submit an offer to a request when the specifications are complex in nature and several factors need to be considered along with price.~~

Awards are based on the offer that best meets the needs of the District and is most advantageous in terms of the criteria as designated in the RFP.

Methods of Procurement

- The following are approved methods for procurement at the District; however, specific rules for use still apply. An RFP should not be used when the goods or services are standard, routine or common “off-the-shelf” in nature.
- ~~REQUEST FOR QUALIFICATIONS (RFQ): A qualification based selection is a method used for Professional Services where the most qualified firm is selected through a competitive process utilizing criteria related to the competence and qualifications of the individual or firms to establish a rank order. Prices are not revealed during the competitive selection process.~~

- ~~PRE-QUALIFICATION LIST: An active Pre Qualification List established as a result of a Statement of Qualifications (SOQ) may also be utilized to award a Professional Services Contract.~~
 - ~~Professional Services above \$100,000 require the issuance of a letter of proposal, or invitation to an interview process to three (3) qualified vendors before awarding a contract.~~
 - ~~CIP maintains pre-qualified consultant short list for three categories: pipeline design, plant and pump station design, and construction management. Every three years CIP evaluates each consultant's performance during the prior 3 years and determines which firms will remain on the list, which consultants will be removed from the list, and which firms will be asked to submit an updated SOQ. Other consultants, not on the list but that have indicated during the prior 3 years that they are interested in being on the list, are also invited to submit SOQ's. This determination is taken to the Board as an information item.~~

~~***Note Goods, Maintenance & Repair Projects, Special Projects — Construction and Non-Professional Services:** Cost criteria, including warranty and life cycle costs, shall be weighted at least 80% when RFP's are issued for purchases over \$50,000.~~

Exceptions include:

- ~~Cost criteria less than 80% weighting must first be approved by the Executive Team.~~
- ~~Work Group Managers can decide on the weight applied to cost for purchases under \$50,000.~~

d) CIP Projects:

Blanket Purchase Order Agreements

An agreement to purchase a given quantity of specific goods or standard services over a specified period of time, usually one year. These agreements are established by the Procurement team after negotiating terms and conditions with suppliers and publishing a maximum per purchase and per year dollar value as internal guidance for staff.

CAL-Card

The District's credit card (CAL-Card) may be used for purchases in accordance with the rules and regulations set forth in the *CAL-Card Handbook*.

District Projects

Expenditures for District Projects that exceed \$15,000 must be contracted through~~for by~~ formal competitive bidding and let to the lowest responsive and responsible bidder after notice, subject to the provisions of Section 20800 et. seq. of the California Public Contract Code. Construction contracts for District Projects identified in the annual CIP budget are generally procured by the Technical Services Workgroup, with assistance from the Procurement Team. Refer to *Approval Authority Levels for Entering into Contracts for TS Workgroup and ETSU Projects* (Attachment A).

Technical Services - General Service Agreements

e) ~~Cal Card:~~

~~The District's credit card (Cal Card) may be used for purchases in accordance with the rules and regulations set forth in the Cal Card Handbook.~~

~~f) Cooperative Contracts:~~

~~To the extent allowed by law, the District may participate in and acquire items under cooperative contracts. Since pricing of goods and services offered under cooperative contracts has already been competitively bid or assessed, the resultant pricing is considered fair and reasonable and no further District bid-solicitation actions are required.~~

~~g) Sole Source:~~

~~Employees requesting a purchase of goods or services from a single manufacturer or other supplier source (dealer, distributor), other than for "Sole Source Equipment" defined herein shall execute Purchasing's "Non-Competitive Procurement Request" form.~~

- ~~• Requests for over \$15,000 value per item, group of items or service, require Executive Team approval. The Purchasing Agent will evaluate the elements for the request and make a recommendation to purchase the good or service from the suggested source, or solicit the market for the item. If Executive Team approval will not be timely, the General Manager can also provide approval.~~

~~h) Plant and Pump Station Standardized Equipment List:~~

~~For efficient maintenance and operations of plant and pump stations, certain pieces of equipment have been standardized throughout the plant and pump stations. This minimizes spare parts inventory, training, and operations of this equipment. The Plant and Pump Station Standardized Equipment List has been instituted to document the approved equipment qualified to be on this document. The list shall be maintained by Purchasing and shall be reviewed by the Executive Team and legal counsel every five years. Any addition to the list will be reviewed by the Executive Team using the Non-Competitive Procurement Request form to capture the justification. Staff may utilize the list to purchase listed equipment without looking for an "or equal" substitution. If only one manufacturer and/or distributor is the source for the equipment then the purchase is deemed approved as a sole source purchase.~~

~~i) Blanket Purchase Order Technical Services Workgroup Agreement for Task Orders:~~

CIP maintains general service ~~blanket purchase order~~ agreements with select consultants to provide professional services for projects or tasks, generally under \$50,000 in value and not to exceed

~~have two years and provides the Procurement Team with copies of these agreements. year terms.~~ These projects typically address an immediate need and/or other needs not necessarily associated with a Capital Improvement Project. ~~The blanket purchase order agreement with each consultant sets the annual and total not to exceed budget for all services provided under the agreement and its duration.~~ The consultant's published hourly rates and other fees are attached to these agreements, which the Technical Services Workgroup maintains. ~~this agreement.~~ When the Technical Services Workgroup ~~CIP~~ determines there is a need to hire the consultant, the consultant prepares a task order to the agreement. The task order includes the scope of services, deliverables, budget, and schedule. The Technical Services Workgroup ~~CIP~~ tracks the number of task orders executed and monitors the budgets to ensure that the terms stipulated in the agreement are met. Staff prepares Board information items when new agreements are executed. ~~The cumulative amount of a blanket purchase order agreement cannot exceed \$100,000 in value without having Board approval. In addition, when the two year term expires or if the term will exceed two years, staff will prepare a Board information item.~~

Technical Services – Consultants Short List

The Technical Services Workgroup maintains a Consultants Short List of consultants who provide services that the District may need to utilize at a future date such as pipeline design, plant and pump station design, construction management, studies and master plans, and PLC and SCADA design. Technical Services conducts a process to update the list every three years. This process reduces the lead time on projects as the consultants have been vetted in advance. When a project need arises, this list serves as a starting point for reaching out to consultants while following the applicable purchasing guidelines. This list does not preclude Technical Services from reaching out to other consultants when needed. Professional Services Agreements and Task Orders for projects identified in the CIP program are generally procured by the Technical Services Workgroup.

Cooperative Contracts

As allowed by law, the District may participate in and acquire items under cooperative contracts. As such, this is a preferred method of procurement. One exception is that General Services Administration (GSA) federal contracts may only be utilized for price comparisons.

j) Emergency Purchases:

Declared Emergency and Emergency Operational Purchases

- ~~Emergencies~~ — District Work Group Managers ~~Groups~~ may make emergency procurements when a declared ~~an~~ emergency ~~condition~~ arises, and District needs ~~the need~~ cannot be met through normal procurement methods. An emergency procurement shall be limited only to a quantity of those supplies, equipment, materials, or services necessary to meet the emergency.

- In case of emergency, the General Manager may authorize the ~~expenditure~~expenditures of funds in excess of the budget by resolution duly adopted by a minimum four-fifths (4/5ths) vote of the Board of Directors.
- Upon adoption of the resolution, the Board of Directors may authorize expenses in any sum required in an emergency without complying with requirements of this policy (see ~~§22050~~ Public Contract Code §22050).
- In the case of such emergency, if a 4/5ths quorum of the Board of Directors is unavailable to convene a timely meeting of the Board, the General Manager or designee is authorized to determine that the public interest and necessity demand the immediate expenditure of District funds to safeguard life, health or property and may commit up to \$500,000 for such purpose without complying with the requirements of this Policy.
- The General Manager or designee shall, at the earliest reasonable opportunity, notify the Board of Directors of such an emergency and the need for such ~~expenditure~~expenditure. Following such notification, the Board of Directors shall hold an emergency meeting to authorize or discontinue additional expenditures pursuant to the emergency (see ~~§22050~~ Public Contract Code §22050).
- ~~Purchase~~Proper purchase requisition procedures and approval limits remain the same for the authorization of the expenditures; however, formal bidding procedures may not apply.

~~Emergency Operational Purchases—~~

- Emergency Operational purchases may be made using the limits listed under Approval Thresholds, Operating Funds above.~~Article 1 a.~~

Force Account Work

The District can perform force account work with no dollar limit or competitive bidding on labor, provided that the work is performed by the District's staff. Purchases required to complete the work, such as materials and equipment, would still need to comply with the terms of this Purchasing Policy. Professional Services can be utilized for design and consultation on the project, provided they do not perform any of the physical work on the project. Force Account Work may be a standalone project or a subcomponent of a larger project that the District has determined can be completed using its own labor. The use of District labor under this section is still subject to project approvals as provided by District policies and guidelines.

Sole Source

~~Employees requesting a purchase of goods or services from a single manufacturer or other supplier source (dealer, distributor, provider), not included in the CIP Standardized Equipment~~

List or the FMC sole source list for parts and equipment (governed by policy 2760) for the purchase of certain parts and equipment for operational needs shall complete a *Non-Competitive Procurement Request Form (Attachment D)*.

- Requests for over \$25,000 value per item, group of items, or service require Executive Team approval. The Procurement Team will evaluate the request and make a recommendation to procure the good or service from the suggested source or solicit the market for the item. If Executive Team approval will not be timely, the General Manager can also provide approval.

Standardized Equipment List

For efficient maintenance and operations throughout the District, Technical Services and FMC have each developed Standardized Equipment Lists for certain equipment. This minimizes spare parts inventory, and costs associated with training staff on operations of this equipment. The lists shall be maintained by the respective Coach (per Policy #2760 - Standardized Equipment List) and shall be reviewed by the Executive Team and approved by the Board of Directors every three years.

Any additions to the list will be handled per policy 2760. Authorized personnel may utilize the list to purchase listed equipment without looking for an “or equal” substitution.

Formal Bidding

Formal bidding is a method where only an Invitation for Bid (IFB) or Request for Proposal (RFP) is utilized to obtain bids or proposals.

Invitation for Bid (IFB)

An IFB is a formal method issued by Purchasing to solicit bids for Goods and Non-Professional Services. An award will be made to the vendor who meets the minimum requirements and offers the lowest responsive and responsible bid as determined by the District. When choosing the IFB method, the following points should be met:

- Price is the only consideration.
- The good or services are standard, routine, common, or off the shelf.
- Other than minimum qualifications, there are no additional bid requirements to consider (i.e. vendor experience/background, performance criteria, special terms and conditions).

Request for Proposals (RFP)

An RFP is utilized to solicit proposals from qualified vendors for complex goods, Non-Professional Services, or Professional Services when the specifications are complex in nature and additional factors need to be considered along with price.

~~Awards are based on the offer that best meets the needs of the District and is most advantageous in terms of the criteria as designated in the RFP.~~

Informal Bidding

Informal bidding is a method where a Request for Quote (RFQ) or a Request for Qualifications is utilized to obtain pricing for routine goods or services.

Request for Quotation (RFQ)

An RFQ is an informal method issued by Purchasing to solicit quotes when products or services are standard or off-the-shelf, which allows the District to compare various bids easily.

Request for Qualifications

A qualification-based selection is a method used for Professional Services where the most qualified firm is selected through a process utilizing criteria related to the competence and qualifications of the individual or firms. Prices are not revealed during the competitive selection process. This process is utilized to create the *USD Consultant Short Lists*.

Additional Purchasing Guidelines

Bid procedures shall be open and unrestricted; however, the District shall not be obligated to solicit bids from every supplier of any given service or material.

If only one (1) responsive bid is received in response to an IFB, RFP, or RFQ an award may be made, at the District's sole discretion, to the single contractor if the District finds that:

- the price(s) submitted are fair and reasonable, or
- the prices(s) submitted are consistent with current market conditions, or
- there is not adequate time for re-solicitation.

Otherwise, the bid may be rejected and new bids may be solicited, the proposed procurement may be canceled; or, if the District determines the one price is not reasonable, and the re-solicitation results would not change, negotiations may be entered into with the lone bidder. If new bids are solicited, the prices originally submitted shall not be released to the public to maintain the integrity of the procurement process.

Prior to utilizing the IFB process specifically, the requesting workgroup will evaluate the project to ensure it meets the IFB guidelines.

In all District procurement activities, acquisitions shall not be artificially divided to circumvent bidding requirements. The procurement team will perform routine audits of internal transactions to verify and report findings to the Executive Team for action.

Product Demonstrations may be utilized to determine viability of various products or services for the District at all procurement levels. The Procurement Team should be engaged before a

product is demonstrated for potential use and will assist in the process to minimize risk and liability to the District. The Procurement Team's involvement in these demonstrations is intended to ensure that insurance and other pertinent documents are obtained and filed appropriately with the District. A product demonstration does not guarantee future business with the District.

Guidelines Based on Dollar Amount

Purchases Up to - \$25,000

- Expenditures for the procurement of supplies, equipment, materials, or services having an estimated value of less than \$25,000 may be made on the open market with the requestor's discretion without following formal procurement methods.
- If informal methods indicate costs may exceed the \$25,000 threshold staff should consult with the procurement team prior to proceeding.
- A single quote may be obtained to purchase goods and services. The Work Group Manager should request that the vendor provide a written quote containing all details of the purchase. It is recommended that three (3) written competitive quotes be obtained, to ensure the District is receiving the best value, however, it is not required.

Purchases \$25,001 - \$100,000

- Three (3) quotes should be obtained to purchase goods and services. If three quotes are not available, staff should consult with the Procurement Team for guidance.
- If only one (1) responsive bid is received in response to the solicitation, see "Additional Purchasing Guidelines" section.

Purchases Over \$100,000

- Board approval is required.

Note: Refer to *Purchasing Options by Dollar Amount Matrix* (Attachment C) for additional information.

Contract Severance & Bid/Proposal Protest Procedures

Per the District's Terms and Conditions for Professional and Non-Professional Services, contracts may be subject to cancellation for either cause or convenience. The District will maintain records for the rationale behind such cancellations. General Manager, Work Group Managers, Coaches, or designees are responsible for creating and forwarding rationale for contract cancellations to the Procurement Team for filing.

ARTICLE 3 – CONTRACTING AUTHORITY

The following is a list of all positions authorized to enter into contracts for purchases of Goods, Non-Professional Services, Special Projects, District Projects, Maintenance and Repair Projects and Professional Services.

- a) ~~Up to \$5,000:~~ Authority has been granted for the Storekeeper to execute agreements where the aggregate value does not exceed \$5,000 for the replenishment of inventory stock goods.
- b) ~~Less than \$50,000*:~~ Authority has been granted for Work Group Managers to execute agreements where the aggregate value does not exceed \$50,000 by following the appropriate methods of procurements as defined in this policy.

~~*Note:~~ This authority does not include the purchase of Goods.

- c) ~~Up to \$100,000:~~ Authority has been granted to the District General Manager and Purchasing Agent to execute agreements where the aggregate value does not exceed \$100,000 by following the appropriate methods of procurements as defined in this policy (see section * below).
- d) ~~\$100,000 and Above:~~ Board of Directors' approval is required to execute agreements where the aggregate value exceeds \$100,000 by following the appropriate methods of procurements as defined in this policy.

- ~~*Technical Services (TS) Workgroup:~~ Authority to enter into contracts funded as District Projects, Maintenance & Repair Projects, Special Projects, and Professional Services, including construction contract change orders, consultant/professional services task orders, and subsequent amendments using SPF, RNWL and/or CPTY accounts shall be made in accordance with the Approval Authority Levels for Entering Into Contracts For TS Workgroup matrix.

~~ARTICLE 4 – PROTEST OF BIDDING PROCEDURES~~

~~a) — Authority of Officials:~~

The procedures for protesting ~~competitive bidding processes and~~ selection of successful bidders described below are mandatory, and the time limits are absolute. The purpose of this ~~section~~article is to minimize disputes and litigation. For “District Projects”, bid protest procedures shall be as described in the project specifications.

For all other competitive bidding processes the bid protest procedures shall be as set forth herein, unless otherwise provided in the procurement documents.

If

~~For “District Projects”, bid protest procedures shall be as described in Section 00100, “Instructions to Bidders”, of the project specifications. For all other competitive bidding processes, the Business Services Manager shall in all cases address the issues in relation to the approval in awarding of contracts and the fulfillment or interpretation of these purchasing guidelines. The decision of the Business Services Manager shall be final, subject to appeal to the General Manager.~~

~~In the event that a bidder~~party to a bidding process disagrees with the District’s recommendation of award of any competitively bid contract ~~submitted to competitive bidding~~, the protest must be submitted in writing within five (5) ~~calendar~~working days of the award recommendation of the contract. The Business Services Manager shall respond within five (5) calendar~~ten (10) working~~ days of receipt of the protest.

Failure to submit a written protest within five (5) ~~calendar~~working days of the District’s recommendation of award of the contract shall constitute a waiver of any protest or appeal and any right to file a claim ~~or initiate a lawsuit~~ regarding the award of the contract.

~~b) — Appeal Procedure:~~

Appeals of District decisions may be allowed in the circumstances set forth below.

For “District Projects,” the procedure for appealing District decisions on bid protests, if any, shall be as described in ~~Section 00100, “Instructions to Bidders”, of the project~~ bid documents and specifications.

~~For all other competitive bidding processes, appeals, where the bidder disagrees with the procedure for appealing District decisions on bid protests, if any, shall be set forth in decision of the procurement documents. If not set forth in Business Services Manager or intends to file any claim or action against the procurement documents, there shall be an~~District for compensation, injunction or

~~other relief regarding the award of a contract, the claim or~~ appeal provided as set forth herein. The protestor may submit an appeal that shall:

- be in writing, and
- be directed to the General Manager, and
- include the documents necessary to substantiate the position of the appellant, claimant

Such ~~claim or~~ appeal must be filed on or before the fifth (5th) calendar~~tenth (10th) working~~ day following the decision of the Business Services Manager.

The General Manager shall respond in writing to any such written ~~claim or~~ appeal ~~of the protest decision~~ within 45 calendar days of ~~the receipt of the claim or appeal, of protest decision.~~ However, the General Manager may request in writing, ~~within 15 calendar days of the receipt of any claim or appeal of protest decision, any~~ additional documentation ~~and information supporting the claim or appeal that relate to~~ render his or her decision, within ten (10) calendar days of receipt of an appeal. ~~any defenses or claims the District may have with respect to the claim or appeal of protest decision.~~ Additional documentation and information requested must be requested and provided by ~~the protester/bidder~~ within five (5)~~fifteen (15)~~ calendar days of such request.

~~Bidders or protestors have~~The decision of the General Manager shall be made within fifteen (15) calendar days of the completion of submission of all information relative to the claim or appeal of protest decision.

~~Any bidder dissatisfied with the bidding process or the awarding of any contract for a procurement has~~ no right to appeal to the Board of Directors of Union Sanitary District. The decision of the General Manager will be final and constitute exhaustion of administrative remedies by the bidder.

~~After the exhaustion of the above administrative remedies, a claimant~~If the bidder is not satisfied after response by the General Manager, the bidder may file a claim pursuant to Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910, or Part 3 of Division 3.6 of Title I of the California Government Code). The procedures outlined above shall not extend the time to file a formal claim to the Board of Directors pursuant to Section 900 et seq. of the Government Code.

Responsibilities and Frequency

Employee Responsibility

~~—~~District employees who are involved in any procurement~~purchasing~~ activity have the responsibility to follow this policy and supporting procedures. Employees should engage the Procurement Team directly for process clarifications on procurement methods.

ProcurementPurchasing Responsibility

÷The ProcurementPurchasing Staff havehas the responsibility to coordinate and support the procurement activitiespurchasing activity and adhere to this policy and supporting procedures.

Management Responsibility

÷The District's management staff has the responsibility to ensure that this policy and supporting procedures are followed by employees. The Executive Team will review and approve all Non-Compete Form requests submitted and notify the Procurement Team of their determinations.
periodically review sole source purchases between \$10,000 and \$15,000.

Attachment List

- A. Approval Authority Levels for Entering into Contracts for TS Workgroup and ETSU Projects
- B. Approval Authority Levels of Expenditures for Approved Budgeted Funds TS Workgroup Projects and ETSU Projects
- C. Purchasing Options by Dollar Amount Matrix
- D. Non-Competitive Procurement Request Form

Approved by: Board of Directors
Author/Owner: Business Services Manager
Reviewers: Executive Team, ~~Purchasing Agent~~
Notify Person: Business Services Manager
Revision Frequency: Every 3 Years
Next Review: February 2024
~~August 26, 2017~~

APPROVAL AUTHORITY LEVELS FOR ENTERING INTO CONTRACTS FOR TS WORKGROUP AND ETSU PROJECTS

ATTACHMENT EA

Fund 80 (RNWL) and Fund 90 (CPTY)

Type of Contract Approval	Project Manager	Coach or Asst. ETSU PM	ETSU PM or WGM	General Manager	<u>Board of Directors</u> <u>(Board President and/or</u> <u>Secretary or Legal Counsel</u> <u>Signs Contract, or</u> <u>Board Authorizes General</u> <u>Manager to Sign Contract,</u> <u>as indicated below)</u>
1. Enter into a Contract for Study, Pre-design, Design, or Support During Construction	Not authorized	Not authorized	Up to \$50,000	Up to \$100,000	>\$100,000 Board authorizes General Manager to sign contract.
2.1. Enter into a Contract for Construction	Not authorized	Not authorized	Up to \$50,000 and requires an “information only” notification to the Board.	Up to \$100,000 and requires an “information only” notification to the Board.	>\$100,000 Board Secretary and Legal Counsel and General Manager signs contract
3.2. Approve Change Orders (CCO) under Construction Contracts	Up to \$10,000 (Project Mgr. may elect to give Construction Manager Consultant authority up to \$10,02,500 or one day of Time & Material work, <u>whichever is less</u>).	Up to \$250,000	Up to \$50,000	Up to \$100,000 or >15% of adjusted base amount, when adjusted amount is >\$50,000.	0 to \$25M 15% \$25M+ to \$50M 10% \$50M+ to \$100M 5% Above \$100M 2.5% >\$100,000 or if when the cumulative value of CCO’s exceeds the above sliding scale percentage per contract. (1) >15% of adjusted base amount, when adjusted amount is >\$100,000 (for contracts ≥\$10M, Board of Directors will set % limit for Change Orders). Board authorizes General Manager to sign contract <u>change order</u>.

Type of Contract Approval	Project Manager	Coach or Asst. ETSU PM	ETSU PM or WGM	General Manager	Board of Directors (Board President and/or Secretary or Legal Counsel Signs Contract, or Board Authorizes General Manager to Sign Contract, as indicated below)
4.3. Enter into a Contract for Approve Study, Pre-Design, or Design, Engineering Support During Construction, Construction Management, Inspection, Programming, or other professional services Contracts, Task Orders, and other expendituresTask Orders for Budgeted Projects	Not authorized	Not authorized	Up to \$50,000	Up to \$100,000	>\$100,000 Board authorizes General Manager to sign contract.
5.4. Sole-Source Equipment Acquisition Request	Not Authorized	Not Authorized	Not Authorized	GM authorization required for equipment not on the Standardized Equipment List. See Policy No. 2760Not Authorized	Board authorization required for <u>updating the Standardized Equipment List. See Policy No. 2760</u> all dollar amounts. Signature on contract per requirements of applicable Type of Contract Approval in Attachment 3 or 4.
6. Approve Study, Pre-Design, or Design Task Orders for Non-Budgeted Projects	Not authorized	Not authorized	Up to \$25,000	Up to \$50,000	>\$50,000 Board authorizes General Manager to sign contract.
7.5. Approve-Execute Task Orders under a Blanket Agreement	Not authorized	Up to \$25 40,000	Up to \$50,000	Up to \$100,000	>\$100,000 Board authorizes General Manager to sign contract.
8.6. Execute Approve Subsequent Task Orders	Not authorized	Up to \$10,000Not authorized	Up to \$50,000	Up to \$100,000 or if >15% of adjusted base amount when sum is >\$50,000	>\$100,000 or if >15% of adjusted base amount, when sum is >\$100,000 Board authorizes General Manager to sign contract.

Type of Contract Approval	Project Manager	Coach or Asst. ETSU PM	ETSU PM or WGM	General Manager	Board of Directors (Board President and/or Secretary or Legal Counsel Signs Contract, or Board Authorizes General Manager to Sign Contract, as indicated below)
9.7. Execute Approve Task Order Amendments	Not Authorized	Not Authorized	Up to \$50,000	Up to \$100,000 or if >15% of cumulative adjusted base amount, when sum is >\$50,000	>\$100,000 or if >15% of cumulative adjusted base amount, when sum is >\$100,000 Board authorizes General Manager to sign contract.
10.8. Execution Approval of Non-Monetary Amendments (e.g.: significant changes in contract language, liability, or time of completion).	Not authorized	Not authorized	Not authorized	General Manager Approves	Not Applicable
11.9. Acceptance of a Construction Contract and Authorize Filing of Notice of Completion	Not authorized	Not authorized	Up to \$50,000 and requires an “information only” notification to the Board. (no Board Resolution required).	Up to \$100,000 <u>with an informational report to the Board and requires an “information only” notification to the Board. (no Board Resolution required)</u>	>\$100,000 Board Secretary and Legal Counsel <u>and General Manager</u> signs documents

APPROVAL AUTHORITY SCENARIO FOR A CONSTRUCTION CHANGE ORDER OR TASK ORDER AMENDMENT

Contract/Contract Change Order or Task Order/ Amendment Amount	Sum	Base/Adjusted Base Amount	Comments
\$35,000	\$35,000	\$35,000	CCO or T.O. ≤ \$50K, then WGM can authorize
\$10,000	\$45,000		New sum of \$45K >115% of original base of \$35K. But, sum is ≤ \$50K, then WGM can authorize.
\$6,000	\$51,000	\$51,000	New sum is >\$50K, then GM should authorize. Adjusted Base is \$51K
\$6,000	\$57,000		New sum of \$57K ≤115% of adjusted base of \$51K and ≤ \$50K, then WGM can authorize.
\$10,000	\$67,000	\$67,000	New sum of \$67K >115% of adjusted base, then GM should authorize. New Adjusted Base is \$67K
\$35,000	\$102,000	\$102,000	New sum of \$102K >115% of adjusted base, but >\$100K. Board should authorize. New Adj. Base is \$102K
\$10,000	\$112,000		New sum of \$112K ≤115% of adjusted base, ≤ \$50K, then WGM can authorize

\$10,000	\$122,000	\$122,000	New sum of \$122K > 115% of adjusted base, then Board should authorize. New Adjusted Base is \$122K

* Credit-type change order or Task Orders Amendments (negative value) shall follow the same approval authority levels, except absolute values of credits greater than \$100,000 can be authorized by the General Manager.

(1) Should the original change order authority be exceeded for any project (based upon the sliding scale above), the Board shall have the authority to increase the change order amount to an amount the Board deems reasonable on a case by case basis. In these instances, staff will provide a change order summary to the Board quarterly showing all the change orders approved since the change order authority was increased.

**APPROVAL AUTHORITY LEVELS OF EXPENDITURES FOR
APPROVED, BUDGETED FUNDS FOR TS WORKGROUP AND ETSU PROJECTS**

ATTACHMENT AB

Applies to Funds 80 (RNWL), ~~and~~ 90 (CPTY) and 30 (Special Projects)

Type of Expenditure Approval	Project Manager	Coach, Prin- Engineer or ETSU Asst. PM	ETSU PM or WGM	General Manager	Board of Directors
<p>Approved, budgeted expenditure relating to an approved Contract or Agreement for:</p> <ul style="list-style-type: none"> Contractor Invoices for Progress Payments Consultant Invoices for Approved Task Orders and Amendments 	<p>Up to \$200,000</p> <p>Up to \$50,000</p>	<p>Up to \$400,000</p> <p>Up to \$100,000</p>	<p><u>No limit if</u> <u>< 100% + applicable CCO rate of contract amount (See Attachment A)</u></p> <p>No limit if ≤ 115% of contract amount <u>(Adjusted base amounts > \$100,000)</u></p>	<p><u>No limit if</u> <u>< 100% + applicable CCO rate of contract amount (See Attachment A)</u></p> <p>No limit if ≤ 115% of contract amount <u>(Adjusted base amounts > \$100,000)</u></p>	<p><u>>100% + applicable CCO rate of contract amount (See Attachment A)</u></p> <p><u>>115% of contract amount (Adjusted base amounts > \$100,000)</u> >115% of contract amount</p>
Miscellaneous Project Expenditures Not Specifically Budgeted	Up to \$2,500	Up to \$10,000		Up to \$50,000	>\$50,000
Requisitions for Budgeted Projects	Not authorized	Up to \$2 <u>50</u> ,000 for Coach position only	Up to \$50,000	Up to \$100,000	>\$100,000



ATTACHMENT D

NON-COMPETITIVE PROCUREMENT REQUEST (Products & Services)

Date:	Supplier/Brand Name/Contractor:
Type of Product/Service:	
Requisition #:	Estimated Cost:

Because the Union Sanitary District is a public agency, it is a goal of the Purchasing Department to acquire needed products and services at fair and reasonable prices and by methods that are considered in the best interest of the District and the public.

Other than defined construction "projects" with dollar value greater than \$15,000, the District is not required to solicit competitive, formal sealed bids for the acquisition of products and services. However, best practices procurement for a public agency, as is Union Sanitary District, provides that we engage in soliciting competitive pricing for the products and services we acquire with dollar values greater than \$15,000 for a single item or group of items or services, unless a determination of non-competition is made.

Competition may not exist or be limited by:

- Many products and services are unique to our industry and a few, or perhaps only one source of supply may exist or be available to provide a certain good or service, and/or;
- Some parts and equipment require adherence to a particular brand name (but not a particular supplier of the brand name) in order to maintain the form, fit and function of a part, parts or system, and/or;
- Some suppliers of certain specialized services, by their focus on the wastewater treatment industry, are uniquely better suited to perform a particular service or repair to our equipment or systems, and/or;
- Maintaining proper performance of the system and/or warranty validity issues can be part of a determination for selection of a certain supplier on a non-competitive basis.

When a request (requisition) is made for a non-competitive acquisition of a good(s) or service(s) that contain specifications and/or other operational/technical requirements which limits the ability for the District to seek more than one bid or quotes in the marketplace (as described above), the requesting department representative must complete the information below and obtain approval of the action.

Thank you for your cooperation.

Please check one of the following that applies to your request. Provide the information requested for the category you checked.

1. ☐ **SOLE-SOURCE:** Products or services are available from one source only (i.e.: one manufacturer, service provider of proprietary service, etc. not one supplier)
What are the unique features of the product/brand/service/service provider that are not available in any other brand/service/service provider?

For services: What unique qualifications, rights, licenses, etc. does the recommended supplier possess to support a sole-source award of contract to them?

2. ☐ **SOLE-BRAND OR SERVICE:** Multiples sources may be able to supply the specified model and brand. In this case, competitive bids or quotes may be solicited for the requested brand or service only. If only one source of supply of the brand exists (i.e.: a dealer is the only one in a "protected" territory) the purchase will be made without further solicitation of bids or quotes.

Why is the specified brand required (not merely preferred) and how would your requirements for this specific brand be inhibited or burdened without purchase of the particular brand or service requested?

3. ☐ **STANDARDIZATION REQUEST:** The District requires the item(s) or services in order to standardize on parts, design, quality, adherence to form, fit and/or function, and/or to maintain warranty or a maintenance contract on an existing product or system.

If justification is based on the need to match the new item or service with existing equipment, parts, etc., list the quantity, manufacturer/brand and model of the existing equipment pertaining to this request and why the matching is required.

4. ☐ **OTHER NON-COMPETITIVE RECOMMENDATION:** Examples include: 1. Emergency Operational Purchase (per Purchasing Policy), 2. pre-qualified suppliers (suppliers awarded contracts under State of California bidding or other cooperative bidding, where price and other factors have already been assessed), or 3. quality/reliability and performance history indicates an award of a contract to a particular supplier would be in the best interest of the District.

Indicate which situation exists for this request. For No. 1 - Describe the unexpected occurrence or set of circumstances that demands immediate action:

5. ☐ This approval will be part of the *Sole Source Vendors for Standardized Equipment* list and will remain on that list for up to 3 years.

U. S. D. Requestor Name:	Purchasing Dept. Recommendation & Concurrence
Coach or Workgroup Mgr. approval (up to \$15,000 requisition value). _____	Recommendation: _____ By: _____, Purchasing Agent
Executive Team approval (over \$15,000 requisition value) By: _____ (Note: Board of Directors approves award of sole-source contracts over \$100,000 value)	Date: _____

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**FEBRUARY 08, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 10**

TITLE: Review and Consider Approval of Policy 2075, Surplus Property Disposal Policy (*This is a Motion Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Mark Carlson, CFO Work Group Manager

Recommendation

Review and Consider Approval of Policy 2075, Surplus Property Disposal Policy.

Discussion

There are no recommended changes to this policy other than minor administrative updates and clarifications.

Background

Policy No. 2075, Capital Assets Policy, requires review and approval by the Board of Directors every three years.

Previous Board Action

October 24, 2017, the Board reviewed and approved Policy No. 2075, Surplus Property Disposal Policy.

Attachments

Policy 2075, Surplus Property Disposal Policy – Red Line Version
Policy 2075, Surplus Property Disposal Policy – Clean Line Version

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Surplus Property Disposal Policy	Policy Number 2075
<u>10/24/2017</u> <u>February</u> <u>2021</u>		Page 1 of 3

Policy

It is the policy of Union Sanitary District to dispose of surplus property and equipment in a manner most clearly advantageous to the public. District employees may only obtain surplus items by bidding with the general public for surplus property.

Purpose

To provide an efficient method of disposing of the District's surplus property, without creating any conflict of interest.

Definitions

Surplus Property District Surplus Property refers to tangible items including, without limitations, furniture, specialized equipment, scientific devices, heavy machinery and vehicles which has reached the end of its useful life due to:

- Excessive repair/operation costs.
- End of useful life
- Technically obsolete
- Changes in technology or popular usage.

Note: Surplus property that is disposed of as part of a capital improvement project is not subject to this policy or the procedure below. Contractors are responsible for disposal of surplus property associated with their projects.

Procedure

- 1) District-owned property must be declared surplus if it has a Hansen fixed asset ID number or if the original purchase price is \$2,500* or more {as determined by the requesting Work Group}. Surplus items less than \$2,500 may be disposed of, preferably by recycle, or landfill at Coach/Work Group Manager discretion.
- 2) The Surplus Property Declaration Form must be filled out by the user and authorized by your Coach/Work Group Manager:
 - a) The ~~Purchasing Agent~~Business Services Workgroup Manager, or their designee, may authorize disposal of surplus property valued less than \$50,000 per item.
 - b) The General Manager may authorize disposal of surplus property valued less than \$100,000 per item.

- c) The Budget & Finance Committee may review and recommend disposal of surplus property valued over \$100,000 per item to the Board for subsequent approval.

~~* Note: Surplus items less than \$2,500 may be disposed of by recycle or landfill at Coach/Work Group Manager discretion.~~

- 3) The value of the surplus property shall be determined by the ~~Purchasing Agent~~Business Services Workgroup manager or their designee. The method used to establish value may be one or more of the following:
 - a) Market research performed by the user work group/Purchasing Agent.
 - b) Salvage value determined at the time of purchase.
 - c) Appraisal performed by an independent appraisal firm.
- 4) Surplus property declarations will be approved by and the property stored and disposed of at the direction of the ~~Purchasing Agent~~Business Services Workgroup Manager or their designee. The Purchasing Agent should make every effort to ensure that the best value is obtained for disposing of approved surplus property using one of the following means:
 - a) Commercial auction house solicitation for sealed-bid offers, or by posting at a public auction or sale Website such as Public-Surplus. District employees may participate with the general public in bidding for property offered through the above disposal means.
 - b) Trade-in for purchase of replacement items.
 - c) Donation or transfer to a public agency or non-profit within the local service area (includes offering by e-mail solicitation). Other non-profits may be considered after first right of refusal from local service area. (Donations may also be considered if the District is unsuccessful with disposing of item(s) through a public sale).
 - d) Lawful disposal by delivery to an authorized recycler or at an appropriate landfill site.
- 5) Proceeds and costs associated with the sale and disposal of an item will be credited and/or charged to the budget account from which the item was initially purchased. If the budget account cannot be determined, the proceeds and costs will be posted to the Sewer Service Charge Main Fund.
- 6) In addition, after the sale of surplus vehicles and equipment, the Purchasing Agent or designee shall file a release of liability form with the California Department of Motor Vehicles (DMV) if the vehicle or equipment item is sold by the District.

Exceptions include:

- a) Vehicles and equipment sold on behalf of the District by a licensed vehicle dealer, such as a commercial auction company. The auction company is responsible for recording the transfer of title and release of liability with the DMV for the vehicle or equipment item.
- b) Vehicles or equipment not initially registered with the DMV (forklifts, utility carts, scissor lifts, etc.)

Auto Shop personnel shall:

- a) Remove license plates from surplus vehicles and mobile equipment.
- b) Destroy and dispose of exempt license plates properly.

Employee Responsibility

Employees are responsible for identifying surplus property and initiating the completion of the Surplus Property Declaration form in accordance with this policy.

Management Responsibility

As space is limited and surplus items tend to be a safety hazard, management should make every effort to identify surplus items and expedite their removal.

Further, management should make every effort to ensure that the best value is received in return for their disposal.

~~Supersedes Policy Dated: 01/08; 02/22/10, 9/2011, 10/14/13~~

Approved by: Board of Directors ~~10/9/2017~~ February 2021

Author/Owner: Purchasing Agent

Reviewers: Executive Team

Notify Person: ~~Purchasing Agent~~ Business Services Workgroup Manager

Revision Frequency: Every 3 years

Next Revision: ~~October, 2020~~ February 2024

Union Sanitary District
Policy and Procedure Manual

Effective Date:	Surplus Property Disposal Policy	Policy Number 2075
February 2021		Page 1 of 3

Policy

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 - a) Market research performed by the user work group/Purchasing Agent.
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 - c) Appraisal performed by an independent appraisal firm.
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 - a) Commercial auction house solicitation for sealed-bid offers, or by posting at a public auction or sale Website such as Public-Surplus. District employees may participate with the general public in bidding for property offered through the above disposal means.
 - b) Trade-in for purchase of replacement items.
 - c) Donation or transfer to a public agency or non-profit within the local service area (includes offering by e-mail solicitation). Other non-profits may be considered after first right of refusal from local service area. (Donations may also be considered if the District is unsuccessful with disposing of item(s) through a public sale).
 - d) Lawful disposal by delivery to an authorized recycler or at an appropriate landfill site.
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Approved by: Board of Directors February 2021

Author/Owner: Business Services Workgroup Manager

Reviewers: Executive Team

Notify Person: Purchasing Agent

Revision Frequency: Every 3 years

Next Revision: February 2024



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**FEBRUARY 8, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 11**

TITLE: **Authorize the General Manager to Execute Task Order No. 14 with Brown and Caldwell for the Step II Plant Subsurface Investigation (*This is a Motion Item*)**

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Sami E. Ghossain, Technical Services Work Group Manager
Raymond Chau, CIP Team Coach
Derek Chiu, Assistant Engineer

Recommendation

Staff recommends the Board authorize the General Manager to execute Task Order No. 14 with Brown and Caldwell (BC) in the amount of \$50,242 to provide annual groundwater monitoring services at the Alvarado Wastewater Treatment Plant (WWTP) for the Step II Plant Subsurface Investigation.

Discussion

The purpose of this task order is to authorize annual groundwater monitoring services for the subsurface investigation at the Alvarado WWTP for years 2021 through 2025. The scope of services of Task Order No. 14 with BC will include project management, groundwater sampling, analysis field activities, and monitoring reports for five years. The task order fee is summarized below:

Task Description	Fee
Year 2021 Services	\$10,246
Year 2022 Services	\$9,602
Year 2023 Services	\$9,862

Year 2024 Services	\$10,129
Year 2025 Services	\$10,403
Task Order No. 14 Total Not to Exceed Fee	\$50,242

The fee for Year 2021 Services includes \$972 for sampling equipment rental and additional laboratory work performed during the 2020 groundwater monitoring event. BC had to rent the sampling equipment that was previously provided by them at no cost to the District but was unavailable for the 2020 event. Also, the laboratory costs were higher than what was budgeted in the previous task order because of the need to provide additional groundwater samples for quality control in order to assess potential contamination introduced during shipping and field handling procedures. To account for inflation during the five-year period of Task Order No. 14, BC includes about 3 percent annual escalation of their labor rates and laboratory costs beginning in 2022.

The task orders and amendments for the Investigation's agreement with BC are summarized in the table below:

Task Order / Amendment	Not to Exceed Fee
Task Order Nos. 1-6, including Amendments (1999-2008)	\$392,407
Amendment No. 1 to Task Order No. 6	\$4,987
Task Order No. 7 including Amendments	\$24,157
Task Order No. 8 including Amendments	\$4,642
Task Order No. 9	\$4,600
Task Order No. 10	\$4,810
Task Order No. 11	\$4,810
Task Order No. 12	\$4,360
Task Order No. 13	\$18,522
Task Order No. 14	\$50,242
Total	\$513,537

Background

The Alameda County Water District (ACWD) is responsible for regulating the groundwater supply within our service area, most of which is underlain by aquifers that provide drinking water for the three cities. In 1999, pursuant to ACWD's request to investigate potential releases of petroleum hydrocarbons into soil and groundwater beneath the treatment plant property, the District initiated environmental investigation activities in three areas of the plant. These areas are shown in Figure 1 and are summarized as follows:

- Former Boneyard Area – The District conducted an environmental investigation and remediation in this area (Figure 2), which was previously used for equipment storage and maintenance. The investigation indicated a subsurface petroleum impact of primarily diesel-range hydrocarbons. In the summer of 1999, a source removal operation was conducted with approximately 5,000 cubic yards of impacted soil excavated and disposed offsite. Upon completing the soil removal, the District backfilled the excavation with clean fill, installed three groundwater monitoring wells (MW-1 through MW-3) and initiated monitoring these wells.
- Former 550-Gallon Gasoline UST Area – In August 1999, a subsurface investigation was initiated in this area (Figure 3) after the observation of hydrocarbon odors emanating from an excavation performed during construction at the facility. In September 2000, the District removed this UST under the oversight of the Union City Environmental Program Department (UCEPD) and the ACWD. Observations made during the UST removal indicated that the subsurface petroleum hydrocarbons likely originated from a leak in an underground fuel line beneath a fuel dispenser. The District over-excavated impacted soil in the suspected source area.

In 2000, another subsurface investigation was conducted at the Site to assess whether petroleum hydrocarbons were present in soil near a 10,000-gallon diesel UST and a 1,000-gallon waste oil UST. This investigation was conducted at the request of the UCEPD after pressure testing indicated potential failures of the secondary containment systems of these USTs. The investigation included collecting soil and grab groundwater samples from borings advanced throughout the area. The laboratory results indicated the presence of hydrocarbons associated with gasoline, primarily MTBE, and not diesel or waste oil. It was concluded that these hydrocarbons were likely from the former 550-gallon gasoline UST.

In 2003, the District installed and initiated monitoring of five groundwater monitoring wells (MW-5 through MW-9) in this area. Well MW-4 was an existing well in the area and was included in the groundwater monitoring program.

- Closed-in-place 6,000-gallon Diesel UST Area – The subsequent investigation conducted in 2000 also included sampling the subsurface in the vicinity of a 6,000-gallon diesel UST located in the southwest corner of the plant (Figure 4). The soil and grab groundwater samples collected adjacent to this UST contained detectable concentrations of petroleum hydrocarbons in the diesel range. The 6,000-gallon diesel UST was closed-in-place by the District in June 2005 under oversight from UCEPD and the ACWD.

In 2003, the District installed and initiated monitoring of one groundwater well (MW-10) in this area.

Groundwater Monitoring Program

The purpose of the plant's groundwater monitoring program is to document groundwater conditions in the areas of concern. The monitoring is performed to evaluate changes in water

levels and groundwater flow direction and gradient, establish water quality conditions, and assess hydrocarbon concentration trends. The ten groundwater monitoring wells were initially monitored quarterly but upon approval of the ACWD, the frequency was reduced to semi-annual or annual in subsequent years. Due to the analytical results at wells MW-4, MW-9, and MW-10, the ACWD approved the removal of these wells from the monitoring program and the District closed the wells in 2008.

The current sampling schedule of the remaining seven wells is summarized in Table 1 below:

Table 1 – Summary of Sampling Schedule

Well	Sampling Frequency	Sampling Constituents
MW-1	Annual	TPH-D, TPH-MO, Monthly Purging
MW-2	Annual	TPH-D, TPH-MO
MW-3	Annual	TPH-D, TPH-MO
MW-5	Annual	MTBE, TBA
MW-6	Removed from Sampling	Groundwater Level Measurement Only
MW-7	Removed from Sampling	Groundwater Level Measurement Only
MW-8	Annual	MTBE, TBA

Legend

MTBE = methyl tertiary-butyl ether

TBA = tertiary-butyl alcohol

TPH-D = total petroleum hydrocarbons as diesel

TPH-MO = total petroleum hydrocarbons as motor oil

Since 2007, staff has conducted monthly purging of the LNAPL present in well MW-1. The objective of this purging is to eliminate the LNAPL layer observed in this monitoring well and mitigate the elevated dissolved petroleum hydrocarbons present in the groundwater in its vicinity.

Following the 2015 annual monitoring event, and in consultation with ACWD, staff switched to placing a hydrocarbon absorbent sock in MW-1 to remove LNAPL in place of the monthly purging. It was expected to be more efficient in removing the hydrocarbons than the monthly purging. However, the results of the 2016 annual monitoring event indicated otherwise. Staff has discontinued the use of the hydrocarbon absorbent sock and resumed monthly purging of MW-1.

Previous Board Action

April 24, 2000, the Board authorize the General Manager to execute Task Order No. 2 with BC in the amount of \$70,295 for additional assessment of soil and groundwater contamination needed due to the investigation findings from Task Order No. 1.

September 23, 2002, the Board authorized the General Manager to execute Amendment No. 5 to Task Order No. 2 with BC in the amount of \$11,430 for changes in the sampling and analysis scope of services in the Former 550-Gallon Gasoline UST Area after discussions with ACWD.

August 8, 2005, the Board authorized the General Manager to execute Task Order No. 4 with BC in the amount of \$99,833 for the subsurface investigation at the Alvarado WWTP.

February 11, 2008, the Board authorized the General Manager to execute Task Order No. 6 with BC in the amount of \$70,477 for the subsurface investigation at the Alvarado WWTP.

PRE/SEG/RC/DC;mb

Attachments: Figures 1 through 4
 Task Order No. 14

Figure1 Alvarado WWTP Site Plan

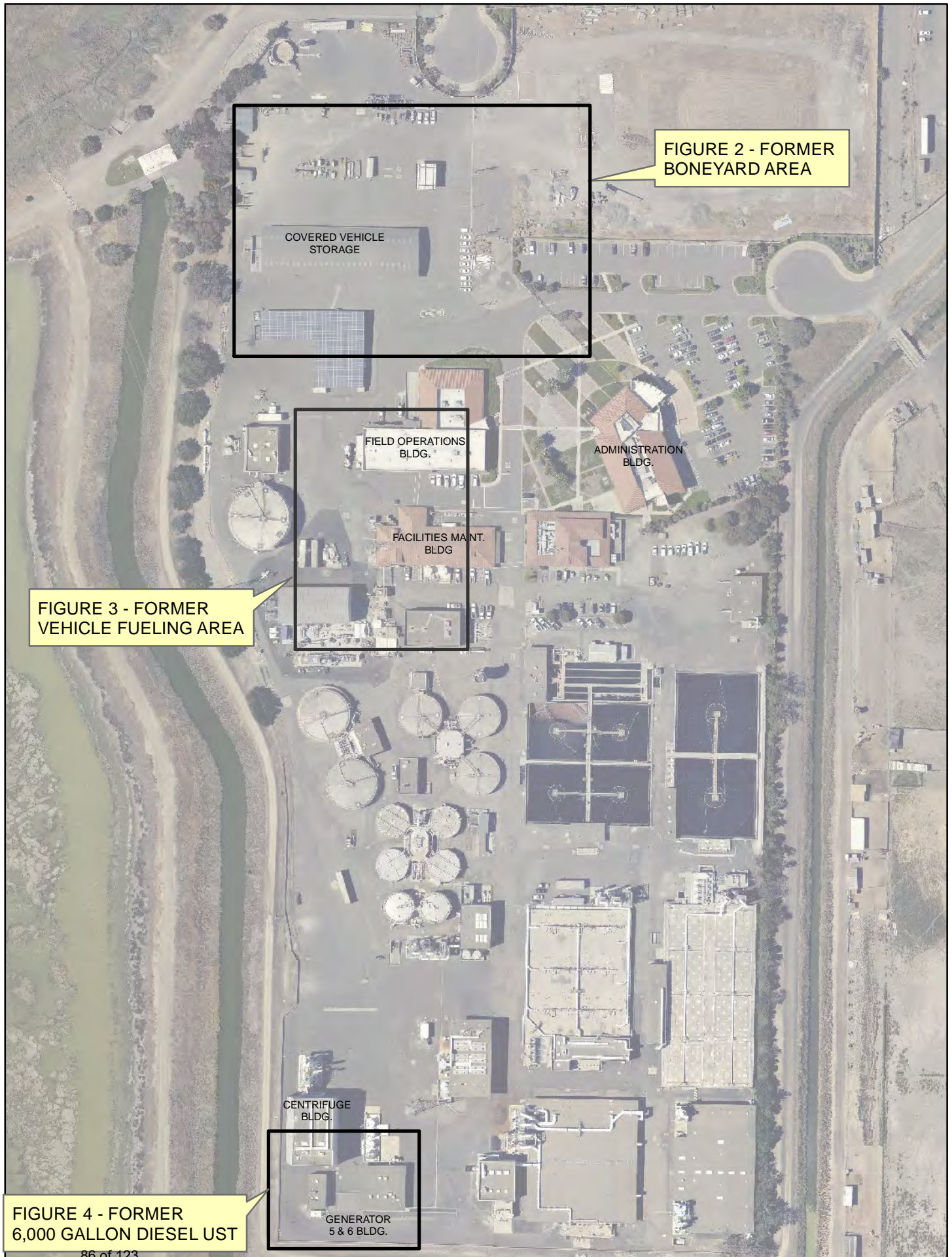


Figure 2
Former Boneyard Area



Figure 3 Former Vehicle Fueling Area



Figure 4
Closed-in-Place 6,000 Gallon Diesel UST



***GROUNDWATER MONITORING PROGRAM
AT ALVARADO WASTEWATER TREATMENT PLANT***

**TASK ORDER
NO. 14 TO
AGREEMENT BETWEEN
UNION SANITARY DISTRICT AND BROWN AND
CALDWELL FOR PROFESSIONAL SERVICES
DATED SEPTEMBER 17, 1999**

1. PURPOSE

The purpose of Task Order No. 14 (TO 14) is to authorize Brown and Caldwell (“Engineer”) to perform groundwater monitoring and reporting activities for 2021 through 2025, required by the Alameda County Water District (ACWD) to be implemented for the Groundwater Monitoring Program being conducted at the Union Sanitary District (“District”) Alvarado Wastewater Treatment Plant Site (“Site”).

2. PROJECT COORDINATION

All work related to this Task Order shall be coordinated through the District’s Project Manager, Derek Chiu.

3. SCOPE OF SERVICES

The Scope of Services for TO 14 includes the following three tasks:

Task 1 – Phase 001, 101, 201, 301, 401 – Project Management. The Engineer shall perform project management activities including budget tracking, invoice preparation, procuring and managing subcontractors, procuring, and managing services (laboratory, equipment rental), coordination of project staff, and communication with the District.

Assumptions – Task 1:

- The District’s point of contact is the Project Manager (Mr. Derek Chiu); the Engineer’s point of contact is the Project Manager (Mr. Jeff Bold). Communication from the District will be initiated by Mr. Chiu to Mr. Bold and response or requests from the Engineer will initiated by Mr. Bold to Mr. Chiu to ensure coordination and clear communication.
- Engineer shall prepare one invoice per year after the annual groundwater monitoring field work, sample analysis and reporting is complete.
- For 2021 a one-time charge for \$972 is included as a Project Management expense for additional work and laboratory analytical work completed in 2020.

Task 2 – Phase 002, 102, 202, 302, and 402 – Annual Groundwater Sampling and Analysis Field Activities. The Engineer shall conduct annual groundwater monitoring to comply with the groundwater monitoring and reporting requirements specified by the Engineer and approved by ACWD. The annual groundwater monitoring task will be completed annually for five years from 2021 to 2025. The subtasks below present the activities to be conducted by the Engineer.

For each annual groundwater sampling event, the Engineer shall measure groundwater level, purge, and sample monitoring wells MW-1 through MW-3 (Former Boneyard Wells), MW-5 and MW-8 (Former 550-gallon UST Area Wells). After the well has been adequately purged (typically three casing volumes), field parameters including water temperature (T), pH and electrical conductance (EC) will be measured using calibrated field equipment. Groundwater samples will be collected in laboratory containers, labeled, stored on ice and submitted to a California Department of Public Health certified analytical laboratory along with signed chain-of-custody forms. The samples collected from the former boneyard area (wells MW-1 through MW-3) will be analyzed for the following analytical parameters:

- Total petroleum hydrocarbons (TPH) as diesel (TPH-D) and TPH as motor oil (TPH-MO) using USEPA 8015B; the samples will be prepared with silica-gel following the USEPA Method 3520 to remove naturally occurring hydrocarbons.

The samples collected from the Former 550-gallon UST area wells (MW-5 and MW-8) will be analyzed for the following:

- Methyl tert-butyl ether (MTBE) and tert-butyl alcohol (TBA) by EPA Method 8260B.

In addition, the Engineer shall measure water levels at the Site's two remaining groundwater wells (MW-6 and MW-7).

The samples collected during these monitoring events will include the primary groundwater samples from each of the respective well, plus one field duplicate collected each from Former Boneyard Wells and the Former 550-gallon UST Area Wells for quality assurance/quality control (QA/QC) measures. The QA/QC samples will be analyzed for each of the respective area's constituents of concern (TPH-D and TPH-MO for Former Boneyard Area; MTBE and TBA for Former 550-gallon UST Area). In addition, a QA/QC laboratory-prepared trip blank will accompany the Former 550-gallon UST Area samples and be analyzed for MTBE/TBA. Laboratory analysis will be performed on a standard 10- business day standard turnaround time.

Engineer shall discharge purge and decontamination water produced during these sampling activities to the Alvarado WWTP. The District will be responsible for the proper treatment and disposal of water/hydrocarbon mix from well purging.

The groundwater monitoring event will require labor (approximately one day) to travel to the site, measure groundwater level, purge the wells, conduct field analysis of samples (T, pH, EC), complete field notes and forms to assure proper documentation. The Engineer will require labor to assemble the Engineer's equipment, field meters (from rental companies) and purchase materials for groundwater sampling. Following sampling, the Engineer shall transport the groundwater samples to the laboratory

The Engineer assumes that the District will remove, dispose, and document the volume of free-phase hydrocarbon in MW-1 on a monthly basis as required by ACWD.

Assumptions – Task 2:

- If any additional equipment or supplies are needed for sampling that are not included in the scope of Task 2, the Engineer will track costs for these materials or labor separately. The Engineer will document out of scope services and submit this additional service in writing (or email) to the District.
- The District will contain, label, remove, dispose, and document the volume of free-phase hydrocarbon in MW-1 or any other on-site wells on a monthly basis as required by ACWD.
- If unexpected Site conditions that impact the budget for (free product in new wells, inclement weather, problems site access, etc.), the Engineer will work with the District to manage these issues.

Task 3– Phase 003, 103, 203, 303, and 403 –Annual Monitoring Reports. The Engineer shall prepare a report documenting each annual groundwater monitoring event. The monitoring report will include a summary of the field procedures, summarize the analytical laboratory results, prepare a groundwater elevation contour map, and include complete laboratory reports and chain-of-custody documentation from the certified laboratory. Engineer shall submit a draft report to the District for comment prior to finalizing the report. Engineer shall provide the District two hard copies and an electronic pdf file of the final report.

In addition, as required by the ACWD and the California State Water Resources Control Board (SWRCB), Engineer shall submit the results and the final report for the annual event to the SWRCB online Geotracker database.

Assumptions – Task 3:

- The District will provide one round of comments to the Draft Annual Report.
- The Engineer will provide the District two hard copies and an electronic pdf file of the final report and will upload the final report to the Geotracker on-line database as required by the SWQCB.

4. DELIVERABLES

Engineer shall submit a draft version of each Annual Groundwater Monitoring Report to the District for review. As described in Task 3, one set of comments from the District will be incorporated into the final versions of each Annual Groundwater Monitoring Report. Also described in Task 3, the Engineer shall submit to the District two hard copies of each Annual Groundwater Monitoring Report, including an electronic file that contains a complete electronic copy of the letter reports and will upload the final report to the Geotracker on-line database.

5. PAYMENT TO THE ENGINEER

The cost of completing the scope of work included in Tasks 1-3 presented in the above Scope of Work is \$50,242. Please see Exhibit 1 for details.

Exhibit 1 presents a summary of the estimated costs, detailing for each line item the cost ceiling at a labor multiplier of 285%, the professional fee of 13% for labor and 5% for subconsultant services, and the maximum fee ceiling. Incorporated into the cost estimate is an \$8/hr Associated Project Cost (APC) to cover Engineer's direct expenses (e.g., telephone, computer programs and hardware, report reproduction). Each yearly cost includes a 3% escalation beginning in 2022. Total charges to the District shall not exceed the scheduled maximum fee ceiling without written modification to this Task Order, except as provided in the Agreement.

The following table summarizes the previously executed and proposed task orders and amendments under the Agreement:

Task Order / Amendment	Not to Exceed Amount	Board Authorization Required? (Yes/No)	District Staff Approval
Task Order Nos. 1-9	\$430,793	Yes (1-6) No (7-9)	Richard Currie/Jesse Gill/Sami Ghossain
Task Order No. 10	\$4,810	No	Sami Ghossain
Task Order No. 11	\$4,810	No	Sami Ghossain
Task Order No. 12	\$4,360	No	Sami Ghossain
Task Order No. 13	\$18,522	No	Sami Ghossain
Task Order No. 14	\$50,242	Yes	Paul Eldredge
Total	\$513,537		

6. TIME OF COMPLETION

The work defined in Tasks 1-3 above shall be performed in accordance with the schedule required by ACWD for the Site's groundwater monitoring program. Engineer anticipates submittal of the draft report within two weeks following the receipt of the laboratory analytical data.

7. LIMITATIONS

Changes to the scope that vary dramatically or following approval of TO 14 may require additional effort and schedule beyond that which was assumed for this scope. If changes to occur that may impact the level of effort, the Engineer PM will bring the issue to the attention of the District to discuss a resolution which may include modifying or expanding the project scope and effort.

8. KEY PERSONNEL

Key personnel assigned to Task Order No. 14 are as follows:

<u>Role</u>	<u>Personnel</u>
Principal-in-Charge	Grace Chow
Project Manger	Jeff Bold
Senior Review	Kristene Wilder

Key personnel shall not change except in accordance with Article 8 of the Agreement. All other terms and conditions of the Agreement remain unchanged.

In WITNESS HEREOF, parties hereto have executed this Task Order No. 14 as of _____ and therewith incorporated it as part of the Agreement

ENGINEER:
BROWN AND CALDWELL

DISTRICT:
UNION SANITARY DISTRICT

Signature _____

Signature _____

Name Grace Chow

Name Paul R. Eldredge, P.E.

Title Vice President

Title General Manager/District Engineer

Date _____

Date _____

Union Sanitary District (CA) -- Alvarado WWTP GW Sampling 2021-2025																						
		Bold, Jeffrey G	Bates, Jacqueline R	Paculba, Wynn J	Tanel, Kaitlin	Crawford, Tina D	Wilder, Kristene	Uresti, Irasema	Romero, Sara B	Terrazas, Richard W												
Phase	Phase Description	PM	PA	Field Manager	Staff Geologist	GIS Analyst	Principal Geologist	Word Processor	Billing Specialist	Chief Business Consultant	Total Labor Hours	Total Labor Effort	APC	Rental	Lab	Supplies	Total ODCs	Company Vehicles	Total Unit Pricing Effort	Total Expense Cost ²	Total Expense Effort ³	Total Effort
	2021 Labor Rates ¹	\$369.00	\$152.00	\$186.00	\$121.00	\$207.00	\$276.00	\$149.00	\$110.00	\$398.00												
001	PM - 2021	1.0	2.0	0.0	0.0	0.0	0.0	0.0	1.0	0.5	4.5	982	36	0	0	0	0	0	0	0	36	\$1,018
002	Field - 2021	0.0	0.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	3720	160	300	512	1,100	1,912	100	100	1,912	2,172	\$5,892
003	Report - 2021	4.0	0.0	0.0	4.0	2.0	2.0	2.0	0.0	0.0	14.0	3224	112	0	0	0	0	0	0	0	112	\$3,336
	2022 Labor Rates ¹	\$380.07	\$156.56	\$191.58	\$124.63	\$213.21	\$284.28	\$153.47	\$113.30	\$409.94												
101	PM - 2022	1.0	2.0	0.0	0.0	0.0	0.0	0.0	1.0	0.5	4.5	1011	36	0	0	0	0	0	0	0	36	\$1,047
102	Field - 2022	0.0	0.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	3832	160	300	530	200	1,030	100	100	1,030	1,290	\$5,122
103	Report - 2022	4.0	0.0	0.0	4.0	2.0	2.0	2.0	0.0	0.0	14.0	3321	112	0	0	0	0	0	0	0	112	\$3,433
	2023 Labor Rates	\$391.47	\$161.26	\$197.33	\$128.37	\$219.61	\$292.81	\$158.07	\$116.70	\$422.24												
201	PM - 2023	1.0	2.0	0.0	0.0	0.0	0.0	0.0	1.0	0.5	4.5	1042	36	0	0	0	0	0	0	0	36	\$1,078
202	Field - 2023	0.0	0.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	3947	160	300	545	200	1,045	100	100	1,045	1,305	\$5,252
203	Report - 2023	4.0	0.0	0.0	4.0	2.0	2.0	2.0	0.0	0.0	14.0	3420	112	0	0	0	0	0	0	0	112	\$3,532
	2024 Labor Rates	\$403.22	\$166.09	\$203.25	\$132.22	\$226.19	\$301.59	\$162.82	\$120.20	\$434.91												
301	PM - 2024	1.0	2.0	0.0	0.0	0.0	0.0	0.0	1.0	0.5	4.5	1073	36	0	0	0	0	0	0	0	36	\$1,109
302	Field - 2024	0.0	0.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	4065	160	300	560	200	1,060	100	100	1,060	1,320	\$5,385
303	Report - 2024	4.0	0.0	0.0	4.0	2.0	2.0	2.0	0.0	0.0	14.0	3523	112	0	0	0	0	0	0	0	112	\$3,635
	2025 Labor Rates	\$415.31	\$171.08	\$209.34	\$136.19	\$232.98	\$310.64	\$167.70	\$123.81	\$447.95												
401	PM - 2025	1.0	2.0	0.0	0.0	0.0	0.0	0.0	1.0	0.5	4.5	1105	36	0	0	0	0	0	0	0	36	\$1,141
402	Field - 2025	0.0	0.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	20.0	4187	160	300	575	200	1,075	100	100	1,075	1,335	\$5,522
403	Report - 2025	4.0	0.0	0.0	4.0	2.0	2.0	2.0	0.0	0.0	14.0	3629	112	0	0	0	0	0	0	0	112	\$3,741
	GRAND TOTAL	25.0	10.0	100.0	20.0	10.0	10.0	10.0	5.0	2.5	192.5	42,080	1,540	1,500	2,722	1,900	6,122	500	500	6,122	8,162	\$50,242

1 - Labor effort hour rates shown are for years 2021 through 2025 with an annual 3% escalation beginning in 2022.
2 - Total Expenses do not include APC and Company Vehicle charges
3 - Total Expense Effort includes expenses, APC and Company Vehicle Charges; also note, 2021 Expense Effort includes \$972 of carryover charges for 2020



Directors
Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers
Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**FEBRUARY 8, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 12**

TITLE: Receive Update on District Branding Initiative and Provide Direction (*This is a Direction Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer
Michelle Powell, Communications & Intergovernmental Relations Coordinator
Regina McEvoy, Executive Assistant to the General Manager/Board Clerk

Recommendation

Receive an update on the District Branding Initiative and provide direction as needed.

Discussion

Staff has worked with Pier 2 Marketing since January 2018 to develop branding concepts. The Board provided feedback to options developed by Pier 2 during a series of workshops where several rounds of edits and additional options were requested. The Board narrowed options and directed the internal branding task force to make the final selection.

The internal task force agreed to send a survey to all District employees allowing them to select the final branding concept. The results of the survey showed staff overwhelmingly preferred the following concept:



There were 124 total survey respondents. The preferred concept received 88% of the total votes cast, 109 respondents.

The next step will be the Board's consideration and formal adoption of the name change by resolution. After formal adoption, the Board may direct staff to research actions required to complete the name change process including reaching out to the State and entities such as PERS, ICMA, the District's insurers, financial institutions, and others for guidelines. After research is completed staff will work with Pier 2 to develop a style guide, training program, and implementation plan for the Board's consideration at a future meeting.

Previous Board Action

3/13/2017 Board Meeting – Board directed staff to pursue a Branding Initiative

1/12/2018 Board Meeting – Board received informational update following staff selection of branding consultant

12/16/2019 Board Workshop – Board directed staff to present the rebranding logo options to the District's Internal Task Force to select the final branding concept

2/24/2020 Board Meeting – Board approved amendment to contract with Pier 2 Marketing for District Branding Initiative

Attached: Union Sanitary District Branding Survey Results



Union Sanitary District New Branding System Survey results

January 29, 2021

Final logos for survey -Option A

Color - 2 layout formats



Final logos for survey -Option A

Gray tones - 2 layout formats



Final logos for survey -Option A

Black and white - 2 layout formats



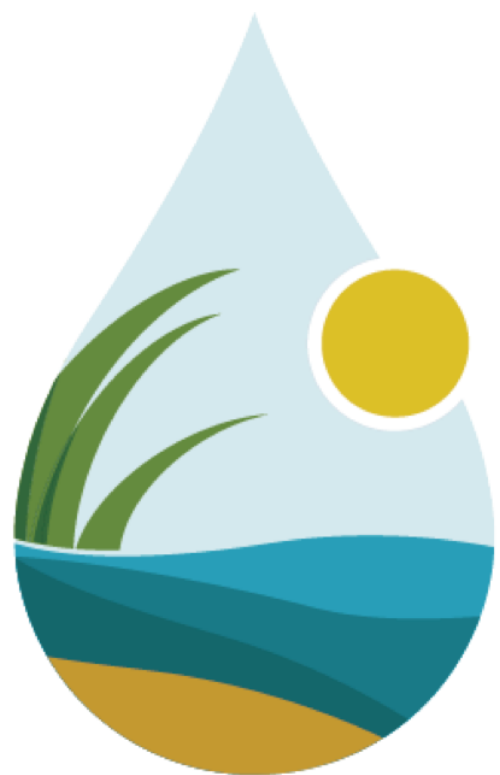
Final logos for survey -Option A

Logo applied

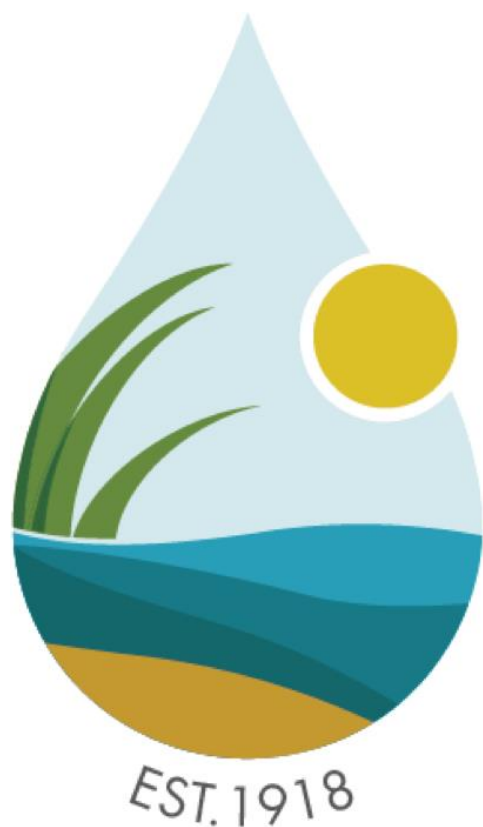


Final logos for survey -Option B

Color - 2 layout formats



TWWD TREAT
PROTECT
PRESERVE
est. 1918
TRI-CITY WASTEWATER DISTRICT



TWWD TREAT
PROTECT
PRESERVE
TRI-CITY WASTEWATER DISTRICT

Final logos for survey -Option B

Gray tones - 2 layout formats



TWD TREAT
PROTECT
PRESERVE
est. 1918
TRI-CITY WASTEWATER DISTRICT



TWD TREAT
PROTECT
PRESERVE
TRI-CITY WASTEWATER DISTRICT

Final logos for survey -Option B

Black and white - 2 layout formats



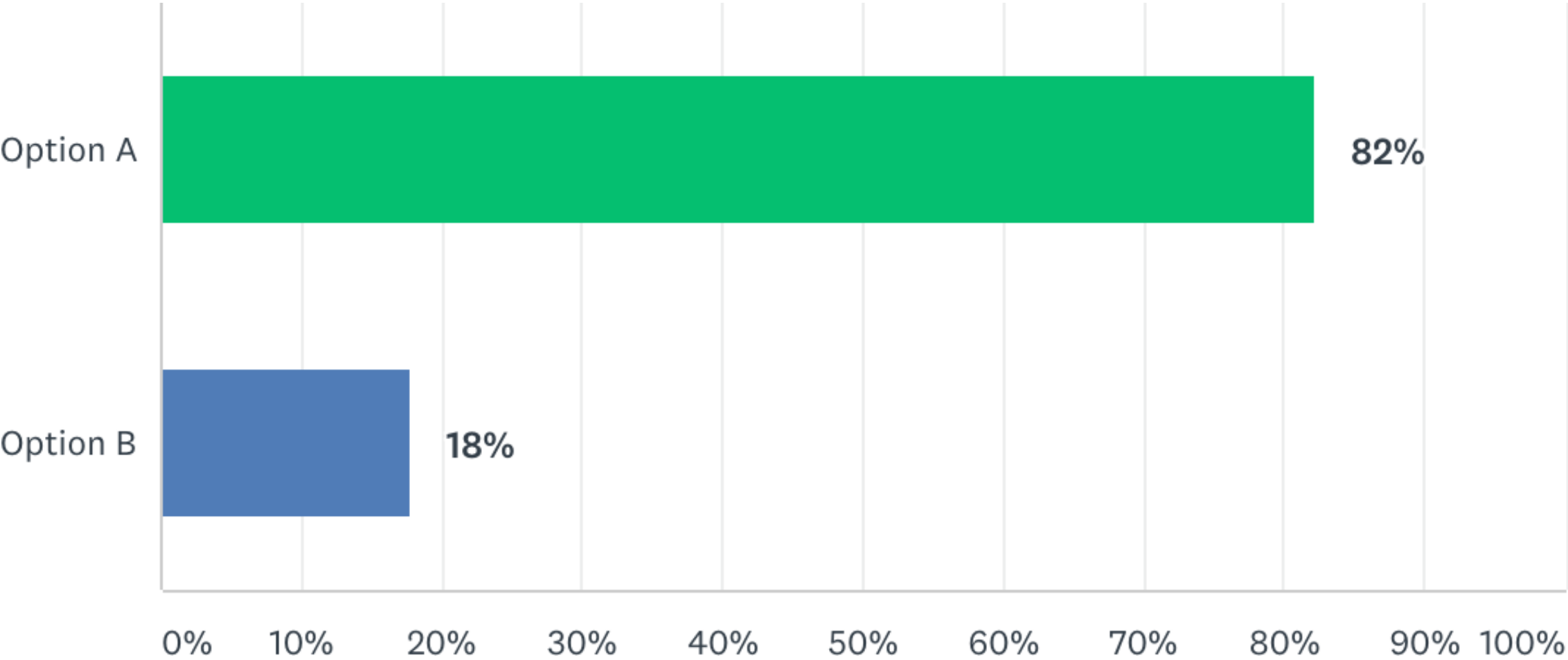
Final logos for survey -Option B

Logo applied



Survey results - Question 1

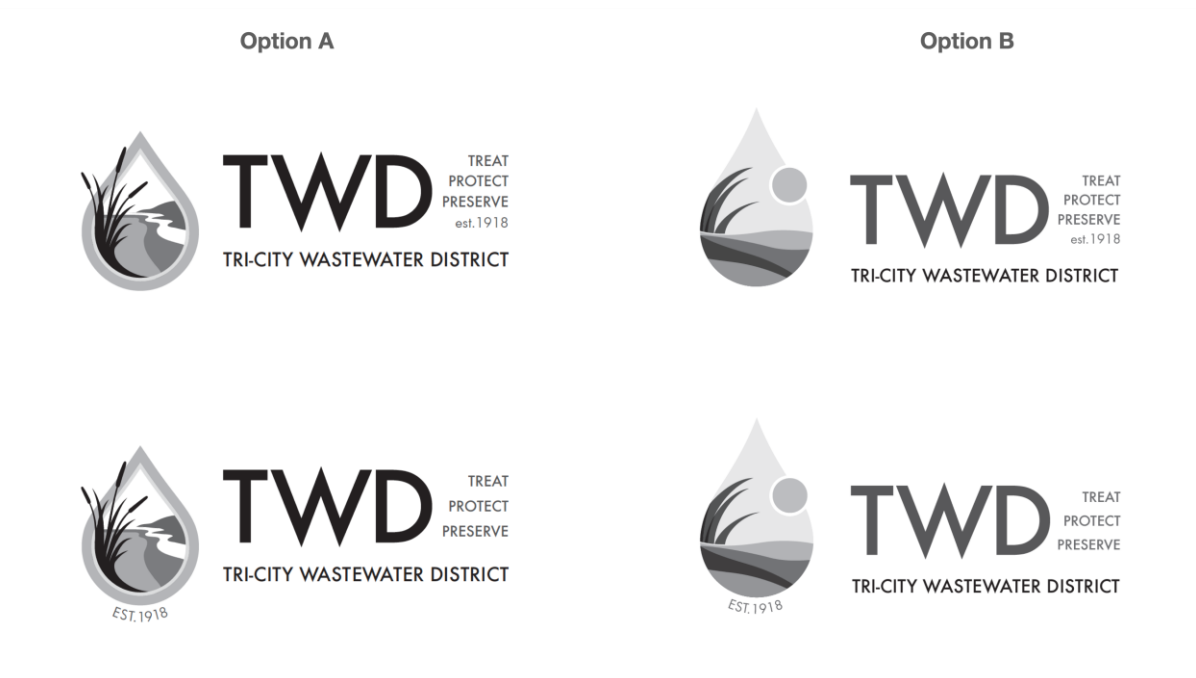
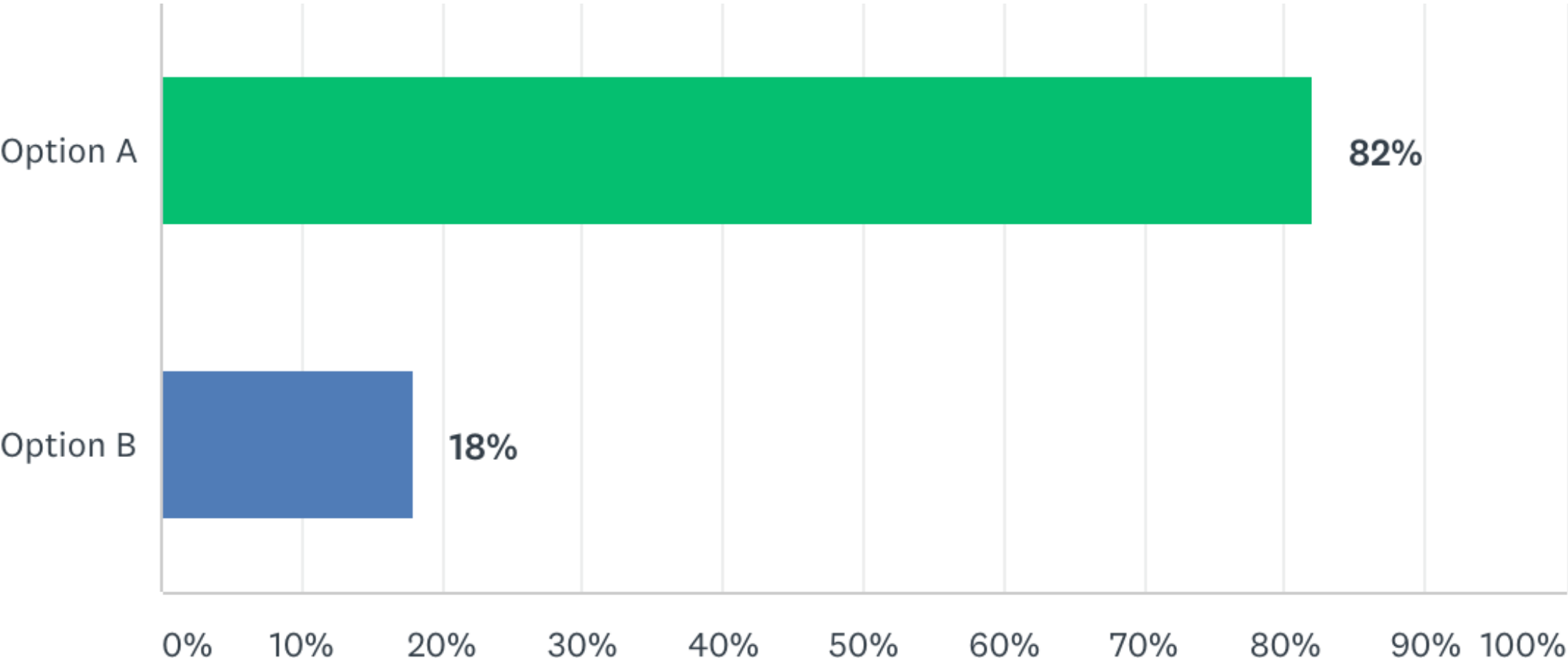
Q1. See below Logo Option A and Logo Option B in color. Please note that the top and bottom versions of each option will be used for different designs and purposes. Which Logo Option do you like the most? Option A or Option B



Total survey respondents:
124

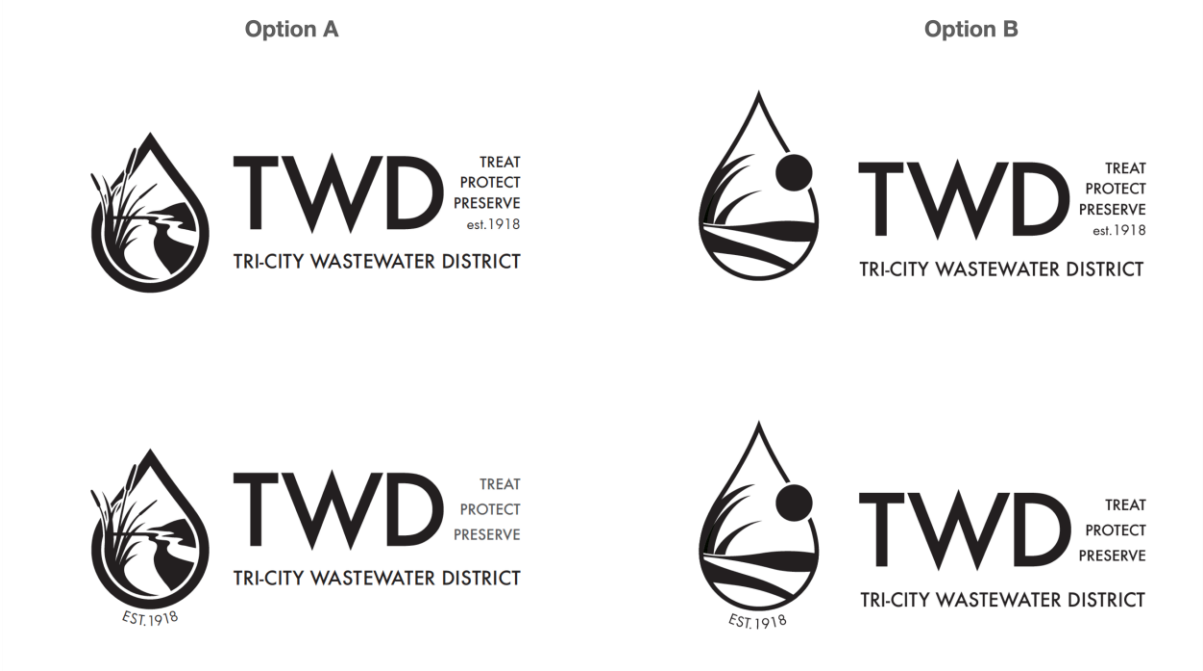
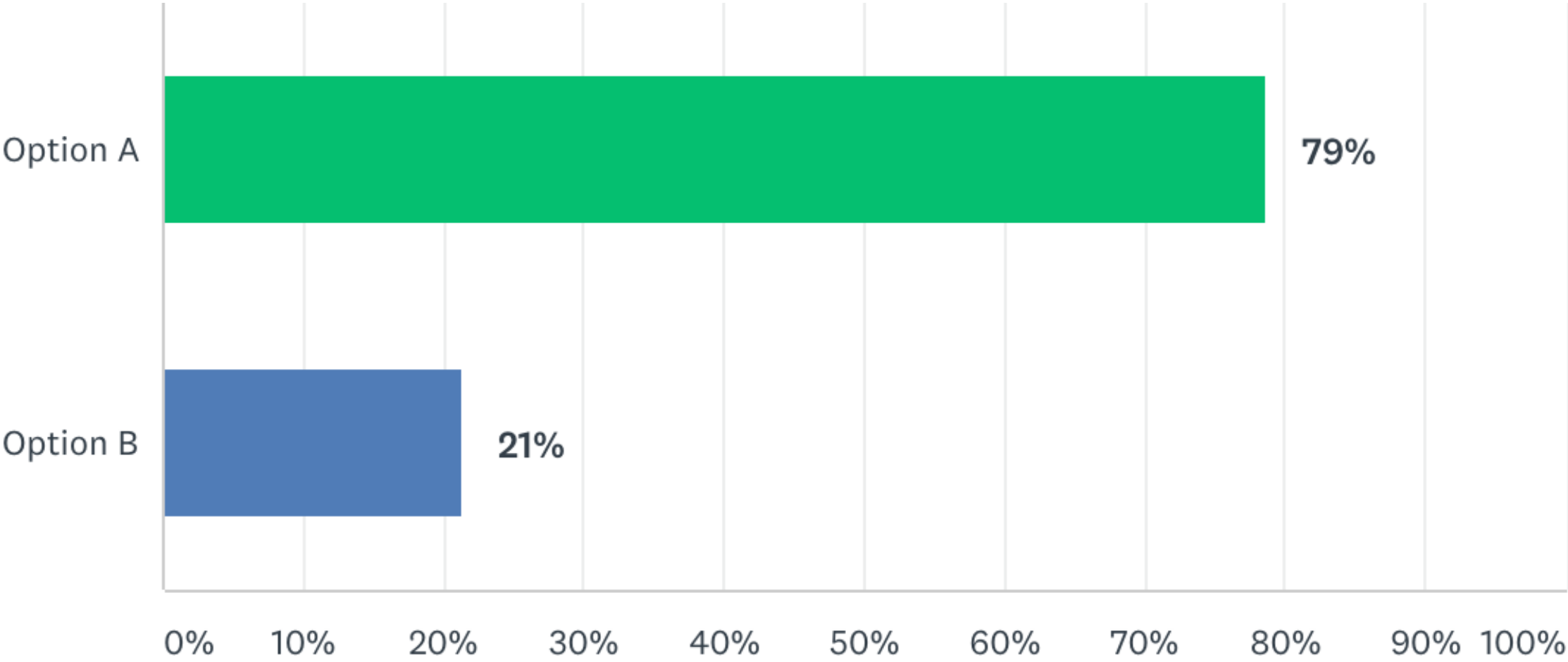
Survey results - Question 2

Q2. See below Logo Option A and Logo Option B in gray tones. Which Logo Option do you like the most? Option A or Option B



Survey results - Question 3

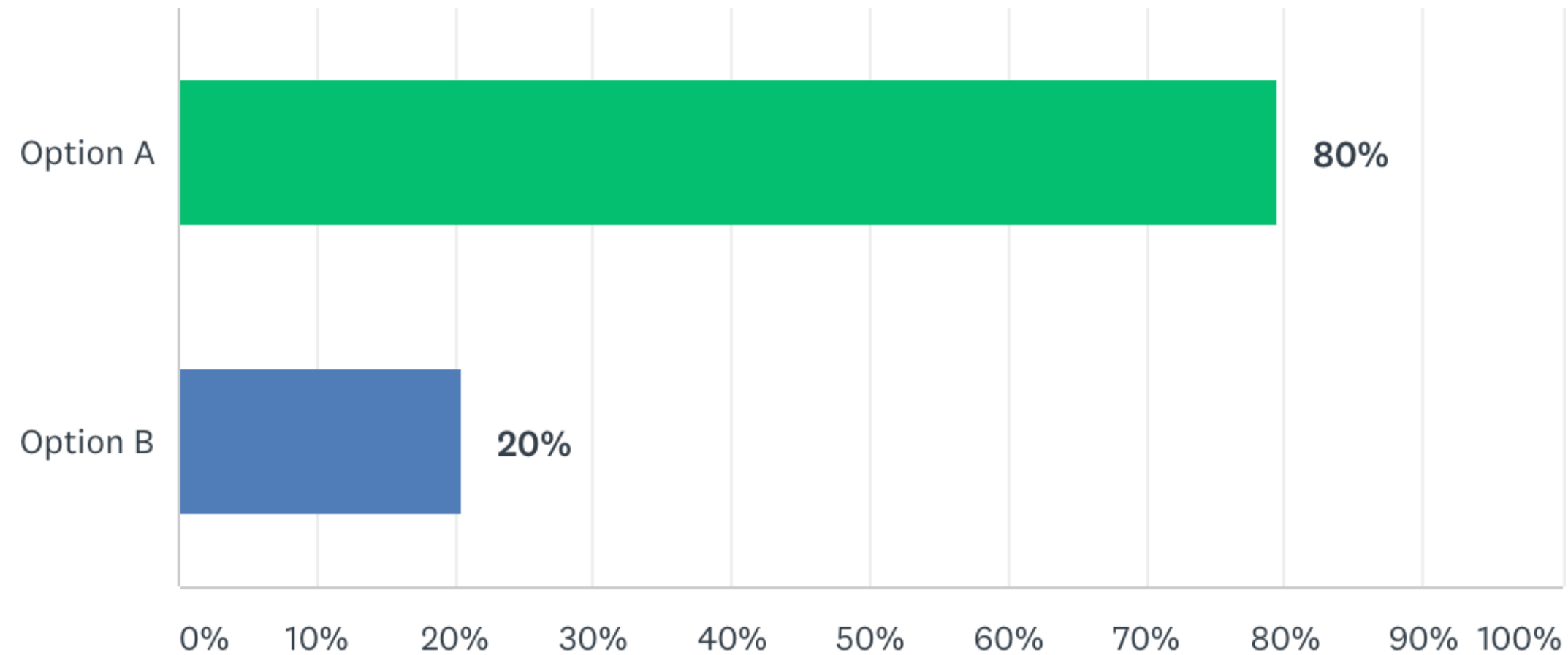
Q3. See below Logo Option A and Logo Option B in black and white. Which Logo Option do you like the most? Option A or Option B



Survey results - Question 4

Q4. Here we give you an example of how Option A and Option B would look on a hat and the side of the truck.

Which Logo Option do you like the most? Option A or Option B



Option A



Option B



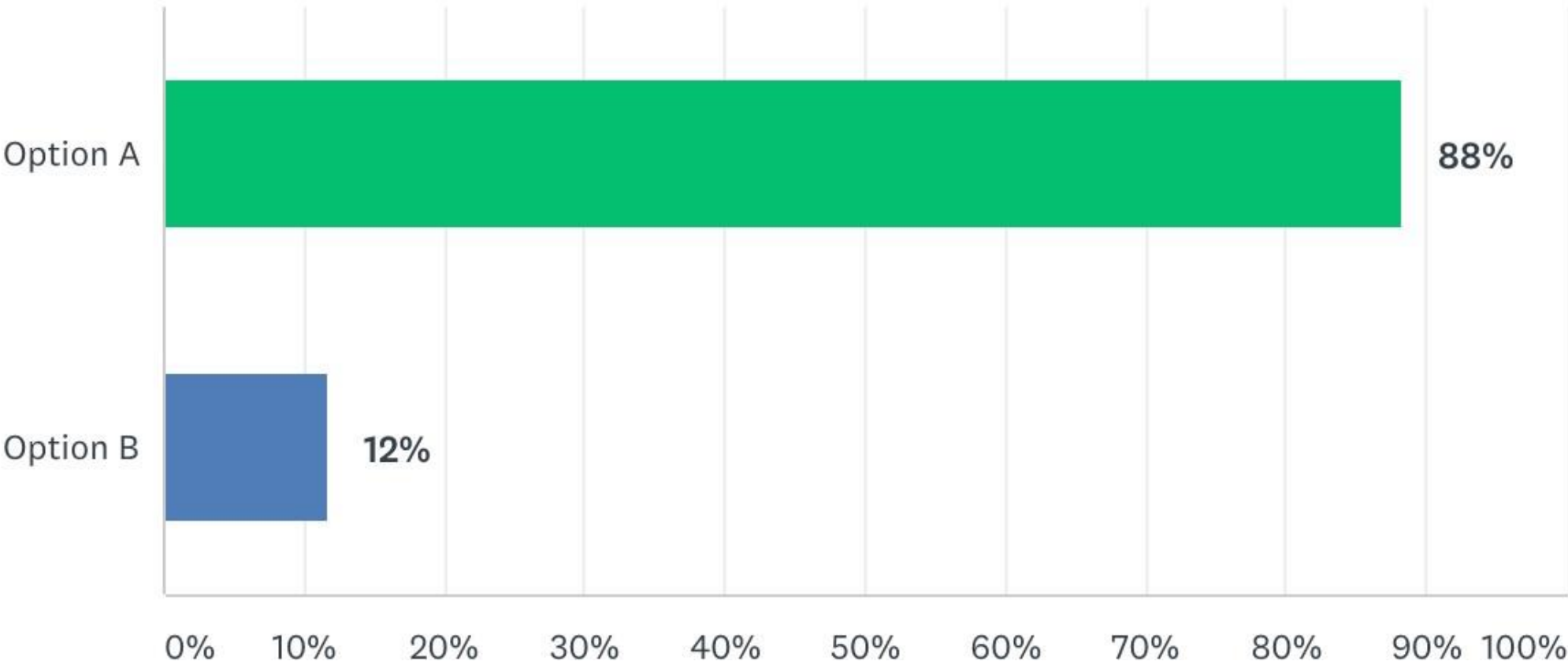
Survey results - Question 5

After viewing the versions presented and seeing examples of applications...



Which Logo Option would you select to be the future logo of the Tri-City WasteWater District?

Answered: 120 Skipped: 4





Thank You!

Pier2 Marketing
38 Keyes Ave, Suite 119
San Francisco, CA 94129

Office: +1 415.992.5501
www.pier2marketing.com

**Directors**

Manny Fernandez
Tom Handley
Pat Kite
Anjali Lathi
Jennifer Toy

Officers

Paul R. Eldredge
*General Manager/
District Engineer*

Karen W. Murphy
Attorney

**FEBRUARY 8, 2021
BOARD OF DIRECTORS MEETING
AGENDA ITEM # 13**

TITLE: COVID-19 Update (*This is an Information Item*)

SUBMITTED: Paul R. Eldredge, General Manager/District Engineer

Recommendation

Information only.

Discussion

None.

Background

General Manager Eldredge will provide an update on the District's COVID-19 response and staffing levels.

Previous Board Action

None.

**UNION SANITARY DISTRICT
CHECK REGISTER
01/16/2021-01/29/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176534	1/21/2021	110	3234	EAST BAY DISCHARGERS AUTHORITY	O&M ASSESSMENT, JAN-MAR 2021	\$304,801.49	\$304,801.49
176525	1/21/2021		6748	CAL SANITATION RISK MNGT AUTH	POOLED LIABILITY INSURANCE: 12/31/2020-12/30/2021	\$235,741.00	\$235,741.00
176606	1/28/2021	143	800501.5	KIEWIT INFRASTRUCTURE WEST CO	ALVARADO INFLUENT PS PUMPS AND VFDS	\$90,012.50	\$90,012.50
176615	1/28/2021	110	170120210119	PACIFIC GAS AND ELECTRIC	SERV TO 12/20/2020 PLANT	\$73,175.27	\$77,043.31
	1/28/2021	170	666720210107		SERV TO 12/30/2020 PASEO PADRE PS	\$355.46	
	1/28/2021	170	013720210112		SERV TO 01/05/20 BOYCE RD PS	\$3,236.16	
	1/28/2021	110	892820210107		SERV TO 12/30/20 HAYWARD MARSH	\$57.49	
	1/28/2021	170	898220210107		SERV TO 12/30/20 FREMONT PS	\$192.64	
	1/28/2021	170	140120210112		SERV TO 01/04/21 IRVINGTON PS	\$26.29	
176602	1/28/2021	143	W8Y07900002	JACOBS ENGINEERING GROUP, INC	PUMP STATIONS CHEMICAL SYSTEM IMPROVEMENTS	\$56,179.84	\$64,935.34
	1/28/2021	143	W8Y02800009		PLANT ODOR CONTROL PILOT STUDY	\$8,755.50	
176563	1/21/2021	110	19476	SYNAGRO WEST LLC	DECEMBER 2020 BIOSOLIDS DISPOSAL	\$62,863.84	\$62,863.84
176575	1/21/2021	143	184854	WOODARD & CURRAN INC	ALVARADO INFLUENT VALVE BOX REHABILITATION	\$1,573.50	\$55,310.50
	1/21/2021	143	184852		IRVINGTON BASIN RCP REHABILITATION	\$53,737.00	
176586	1/28/2021	173	6397151	CDW GOVERNMENT LLC	9 UPS BATTERY REPLACEMENT	\$5,772.97	\$43,101.97
	1/28/2021	173	6340760		VMWARE RENEWAL	\$37,329.00	

**UNION SANITARY DISTRICT
CHECK REGISTER
01/16/2021-01/29/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176557	1/21/2021		35864	PREFERRED BENEFIT INSUR ADMINS	JANUARY 2021 DELTA DENTAL STMT	\$20,500.47	\$23,639.67
	1/21/2021		35865		JANUARY 2021 VSP STMT	\$3,139.20	
176545	1/21/2021	110	9017697776	KEMIRA WATER SOLUTIONS INC	47,740 LBS FERROUS CHLORIDE	\$6,900.97	\$20,438.13
	1/21/2021	110	9017698568		48,040 LBS FERROUS CHLORIDE	\$6,458.84	
	1/21/2021	110	9017697307		48,880 LBS FERROUS CHLORIDE	\$7,078.32	
176529	1/21/2021	143	193951	CAROLLO ENGINEERS	CHERRY ST. PS	\$18,423.87	\$18,423.87
176566	1/21/2021	110	48889496	UNIVAR SOLUTIONS USA INC	4950 GALS SODIUM HYPOCHLORITE	\$3,575.76	\$17,772.50
	1/21/2021	110	48879537		4900 GALS SODIUM HYPOCHLORITE	\$3,539.65	
	1/21/2021	110	48889497		4955.5 GALS SODIUM HYPOCHLORITE	\$3,579.74	
	1/21/2021	110	48882524		4897.3 GALS SODIUM HYPOCHLORITE	\$3,537.70	
	1/21/2021	110	48879536		4900 GALS SODIUM HYPOCHLORITE	\$3,539.65	
176637	1/28/2021	143	185010	WOODARD & CURRAN INC	IRVINGTON BASIN MASTER PLAN UPDATE	\$16,804.75	\$16,804.75
176630	1/28/2021	144	20440355	TELEDYNE ISCO INC	6 GLS COMPACT COMPOSITE SAMPLER	\$14,993.61	\$14,993.61
176585	1/28/2021	143	194224	CAROLLO ENGINEERS	ALVARADO INFLUENT PS PUMPS AND VFDS	\$14,668.75	\$14,668.75
176607	1/28/2021	143	6600201	LEE & RO INC	CALCIUM THIOSULFATE CHEMICAL TANK	\$13,050.85	\$13,050.85
176589	1/28/2021	143	21944	DANIEL MECHANICAL SERVICE CO	ODOR CONTROL PILOT STUDY - TRAILER MOUNTED SKID	\$12,834.00	\$12,834.00
176593	1/28/2021	173	272	FORMULA DESIGN	PUBLIC WEBSITE HOSTING & MAINTENANCE	\$12,600.00	\$12,600.00
176535	1/21/2021		8121	EAST BAY REGIONAL PARK DISTRIC	REFUND # 32297	\$11,415.00	\$11,415.00
176583	1/28/2021	170	1082	BAY CITY BOILER & ENGINEERING	BOILER RENTAL - DEC 2020	\$10,426.25	\$10,426.25

**UNION SANITARY DISTRICT
CHECK REGISTER
01/16/2021-01/29/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176568	1/21/2021	110	101058	USP TECHNOLOGIES	2354 GALS HYDROGEN PEROXIDE	\$10,334.06	\$10,334.06
176635	1/28/2021	110	48895367	UNIVAR SOLUTIONS USA INC	4887.8 GALS SODIUM HYPOCHLORITE	\$3,530.83	\$10,320.40
	1/28/2021	110	48891797		4501.1 GALS SODIUM HYPOCHLORITE	\$3,251.50	
	1/28/2021	110	48899672		4897.8 GALS SODIUM HYPOCHLORITE	\$3,538.07	
176547	1/21/2021		37432220210101	LINCOLN NATIONAL LIFE INS COMP	LIFE & DISABILITY INSURANCE - JAN 2021	\$9,243.55	\$9,243.55
176536	1/21/2021	143	257881	ENGEO INCORPORATED	ALAMEDA CREEK-FORCEMAIN CROSSING GEOTECH	\$7,825.20	\$7,825.20
176527	1/21/2021		20210120	STATE OF CALIFORNIA	SALES & USE TAX 10/01/20 - 12/31/20	\$6,973.48	\$6,973.48
176632	1/28/2021	173	202011997	TERRADDEX INC	WHATSDOWN ENVIRONMENTAL SCREENING	\$6,250.00	\$6,250.00
176518	1/21/2021	170	4017275220210107	ALAMEDA COUNTY WATER DISTRICT	SERV TO: 01/06/21 - FREMONT BLVD	\$163.97	\$5,389.51
	1/21/2021	170	4017274120210107		SERV TO: 01/06/21 - FREMONT BLVD	\$5,155.14	
	1/21/2021	170	4017420220210107		SERV TO: 01/06/21 - FREMONT BLVD	\$70.40	
176560	1/21/2021	110	20121646	S&S TRUCKING	GRIT HAULING 12/07/2020	\$1,101.84	\$4,218.57
	1/21/2021	110	20122230		GRIT HAULING 12/14 & 12/18/2020	\$2,152.03	
	1/21/2021	110	20122911		GRIT HAULING 12/23/2020	\$964.70	
176616	1/28/2021	130	102020428	PFM ASSET MANAGEMENT LLC	INVESTMENT MANAGEMENT / ADVISORY SERVICES	\$4,190.58	\$4,190.58
176590	1/28/2021	143	20210125	EAST BAY REGIONAL PARK DISTRIC	PERMIT FEE - ALAMEDA CREEK-FORCEMAIN CROSSING GEOTECH	\$3,450.00	\$3,450.00
176564	1/21/2021	170	9902	TEC ASSOCIATES INC	1 GAS SENSOR	\$3,303.61	\$3,303.61
176623	1/28/2021		20210121	JOSE RODRIGUES JR	COMPUTER NOTE	\$3,300.00	\$3,300.00
176587	1/28/2021		1242881	CLEAR EDGE FILTRATION INC	2 GBT BELTS	\$3,259.67	\$3,259.67

**UNION SANITARY DISTRICT
CHECK REGISTER
01/16/2021-01/29/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176521	1/21/2021	122	20868	BAYSCAPE LANDSCAPE MANAGEMENT	LANDSCAPE MAINTENANCE SERVICES - DEC 2020	\$3,215.00	\$3,215.00
176618	1/28/2021		8868	PULTE HOME CORPORATION	REFUND # 32320	\$2,867.50	\$2,867.50
176592	1/28/2021	132	313108	EXAMINETICS	20 COVID-19 SALIVA TESTS	\$2,800.00	\$2,800.00
176554	1/21/2021		24101097	MOTION INDUSTRIES INC	ASTD PARTS & MATERIALS	\$134.25	\$2,769.77
	1/21/2021		24101385		ASTD PARTS & MATERIALS	\$111.23	
	1/21/2021		24101242		ASTD PARTS & MATERIALS	\$1,274.25	
	1/21/2021		24101310		ASTD PARTS & MATERIALS	\$1,142.18	
	1/21/2021	170	24100875		ASTD PARTS & MATERIALS	\$107.86	
176524	1/21/2021	150	263003	BURKE, WILLIAMS & SORENSON LLP	BIOSOLIDS BID PROTEST - NOV 2020	\$2,605.22	\$2,605.22
176546	1/21/2021	132	1511762	LIEBERT CASSIDY WHITMORE	NOR CAL EMPLOY RELATIONS CONSORTIUM MEMBERSHIP	\$2,515.00	\$2,515.00
176538	1/21/2021		10569	CITY OF FREMONT	REFUND # 32295	\$2,500.00	\$2,500.00
176553	1/21/2021		9159	MISSION CHADBOURNE INVESTMENTS	REFUND # 32301	\$2,500.00	\$2,500.00
176596	1/28/2021		22976	GOODLAND LANDSCAPE	REFUND # 32296	\$2,500.00	\$2,500.00
176604	1/28/2021		9499	KB HOME SOUTH BAY INC	REFUND # 32322	\$2,500.00	\$2,500.00
176605	1/28/2021		9905	KB HOME SOUTH BAY INC	REFUND # 32323	\$2,500.00	\$2,500.00
176611	1/28/2021		22973	MEARS GROUP INC	REFUND # 32325	\$2,500.00	\$2,500.00
176625	1/28/2021		8868	SANCO PIPELINES INC	REFUND # 32321	\$2,500.00	\$2,500.00
176628	1/28/2021		20210127	JOSE SOTO	COMPUTER NOTE	\$2,357.87	\$2,357.87
176533	1/21/2021	110	1419795	DEPARTMENT OF GENERAL SERVICES	SERV: NOV 2020 PLANT	\$2,259.59	\$2,259.59

**UNION SANITARY DISTRICT
CHECK REGISTER
01/16/2021-01/29/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176556	1/21/2021	173	4	AYHAN OZCAN	NON-RESIDENTIAL DATABASE DATA EXTRACTION	\$2,025.00	\$2,025.00
176532	1/21/2021	120	20210114	CWEA	9 CERT & 6 MEMBERSHIP RENEWALS - CS 14 EMPLOYEES	\$2,024.00	\$2,024.00
176621	1/28/2021	170	418336	RKI INSTRUMENTS INC	1 PORTABLE GAS DETECTOR	\$2,017.40	\$2,017.40
176530	1/21/2021	173	114742666	COLORADO WASHINGTON INC COMCAST OF	FIBER INTERNET BACKUP - JAN 2021	\$2,010.36	\$2,010.36
176544	1/21/2021	141	DGNG427	IRON MOUNTAIN	OFF-SITE STORAGE AND SERVICE - JAN 2021	\$1,343.58	\$1,869.85
	1/21/2021	141	DGLG722		OFF-SITE STORAGE AND SERVICE - JAN 2021	\$526.27	
176559	1/21/2021	170	1937726001	R&B COMPANY	1 VALVE	\$1,777.95	\$1,777.95
176571	1/21/2021	123	12229	VON EUW TRUCKING	SPOILS DUMP FEE	\$1,725.00	\$1,725.00
176579	1/28/2021	120	14224	AMERICAN DISCOUNT SECURITY	12/01/20 - 12/30/20 GUARD AT DISTRICT	\$1,560.00	\$1,560.00
176551	1/21/2021	123	51292655	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$241.57	\$1,258.18
	1/21/2021	170	51309496		ASTD PARTS & MATERIALS	\$614.73	
	1/21/2021		51297471		ASTD PARTS & MATERIALS	\$401.88	
176548	1/21/2021	173	21828	LOOKINGPOINT INC	ANNUAL PBX AND NETWORK SUPPORT (NEXT CARE)	\$1,225.00	\$1,225.00
176531	1/21/2021	170	20201228	COMMUNICATION & CONTROL INC	UTILITY FEE/ANTENNA RENTAL	\$1,093.84	\$1,093.84
176612	1/28/2021	114	2112345	MOBILE MODULAR MANAGEMENT CORP	ETSU TEMPORARY OFFICE SPACE	\$1,071.05	\$1,071.05
176624	1/28/2021	110	21010821	S&S TRUCKING	GRIT HAULING 12/28/2020	\$1,034.19	\$1,034.19
176588	1/28/2021		2047	COELHO'S BODY REPAIR & AUTO	THIRD PARTY CLAIM	\$1,000.00	\$1,000.00
176573	1/21/2021		4204303	WESTERN ENERGY SYSTEMS	ASTD COGEN PARTS	\$995.99	\$995.99
176558	1/21/2021	122	24380	PRIME MECHANICAL SERVICE INC	SERVICE CALL: BLDG 70	\$970.00	\$970.00

**UNION SANITARY DISTRICT
CHECK REGISTER
01/16/2021-01/29/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176517	1/21/2021	122	9108408846	AIRGAS NCN	ASTD PARTS & MATERIALS	\$36.11	\$929.28
	1/21/2021	170	9976649242		CYLINDER RENTAL	\$893.17	
176581	1/28/2021		488359508	AT&T	SERV: 12/11/20 - 01/10/21	\$900.95	\$900.95
176526	1/21/2021	173	4046	CALERO HOLDINGS INC	ANNUAL SUPPORT RENEWAL	\$883.05	\$883.05
176520	1/21/2021	136	2522348182	BANK OF NEW YORK	NOV 2020 SERVICE FEES	\$813.87	\$813.87
176578	1/28/2021	143	36545319660	ALS ENVIRONMENTAL	ALS VOC SAMPLE EQUIPMENT AND ANALYSIS	\$730.00	\$730.00
176562	1/21/2021	120	12312020	STATE BOARD OF EQUALIZATION	STORAGE TANK MAINT FEE 2020	\$692.00	\$692.00
176622	1/28/2021	170	231302	ROCHESTER MIDLAND CORPORATION	HOT WATER LOOP SERVICE	\$690.75	\$690.75
176580	1/28/2021		1102474472	ARAMARK	UNIFORM LAUNDERING SERVICE	\$358.06	\$670.41
	1/28/2021		1102474450		UNIFORM LAUNDERING & RUGS	\$265.03	
	1/28/2021		1102474512		ASTD DUST MOPS, WET MOPS & TERRY	\$47.32	
176572	1/21/2021	113	8803311285	VWR INTERNATIONAL LLC	LAB SUPPLIES	\$457.60	\$648.24
	1/21/2021	113	8803325496		LAB SUPPLIES	\$190.64	
176519	1/21/2021		1102470195	ARAMARK	UNIFORM LAUNDERING & RUGS	\$263.53	\$613.84
	1/21/2021		1102470213		UNIFORM LAUNDERING SERVICE	\$350.31	
176619	1/28/2021	120	01A0036018380	NESTLE WATERS NO. AMERICA READYREFR	WATER SERVICE 12/07/20 - 01/06/21	\$592.23	\$592.23
176541	1/21/2021		9744237380	GRAINGER INC	6 GAL SIMPLE GREEN	\$52.62	\$579.80
	1/21/2021		9747011667		ASTD PARTS & MATERIALS	\$527.18	
176555	1/21/2021		20201230	NAPA AUTO PARTS	MONTHLY AUTO PARTS STMT - DEC 2020	\$557.91	\$557.91

**UNION SANITARY DISTRICT
CHECK REGISTER
01/16/2021-01/29/2021**

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176599	1/28/2021	130	9717703	HF&H CONSULTANTS, LLC	SEWER RATE MODELING	\$552.00	\$552.00
176528	1/21/2021	173	4034938382	CANON SOLUTIONS AMERICA INC	MTHLY MAINTENANCE BASED ON USE	\$236.99	\$551.39
	1/21/2021	173	4034939393		MTHLY MAINTENANCE BASED ON USE	\$314.40	
176522	1/21/2021		24055200	BECK'S SHOES	SAFETY SHOES: M. GILL & K. VONG & J. SOTO	\$506.06	\$506.06
176539	1/21/2021		18836	SUSHIL GOEL	REFUND # 32300	\$500.00	\$500.00
176576	1/28/2021		22977	A2Z BAY BUILDERS & PLUMBING	REFUND # 32311	\$500.00	\$500.00
176582	1/28/2021		21967	AVALON ROOTER	REFUND # 32306	\$500.00	\$500.00
176594	1/28/2021		19864	FRESH AIR MECHANICAL	REFUND # 32312	\$500.00	\$500.00
176595	1/28/2021		22990	GOOD NEIGHBOR RESTAURANT	REFUND # 32332	\$500.00	\$500.00
176601	1/28/2021		20924	IPERMIT	REFUND # 32308	\$500.00	\$500.00
176608	1/28/2021		17819	RAUL MARTINEZ	REFUND # 32315	\$500.00	\$500.00
176620	1/28/2021		19890	AMERICAN RESIDENTIAL SVCS RESCUE ROC	REFUND # 32307	\$500.00	\$500.00
176627	1/28/2021		21950	SMART PLUMBERS INC	REFUND # 32309	\$500.00	\$500.00
176633	1/28/2021		20908	TRENCHFREE INC	REFUND # 32310	\$500.00	\$500.00
176636	1/28/2021		21947	WESTCOAST PLUMBING SERVICE INC	REFUND # 32333	\$500.00	\$500.00
176540	1/21/2021	122	1841093219	GOODYEAR COMM TIRE & SERV CTRS	1 TIRE	\$482.43	\$482.43
176626	1/28/2021	170	101350	SILVERSON MACHINES INC	1 LAB HOMOGENIZER LONER	\$449.98	\$449.98
176610	1/28/2021		51778303	MCMASTER SUPPLY INC	ASTD PARTS & MATERIALS	\$440.11	\$440.11
176549	1/21/2021		4999877	MALLORY SAFETY AND SUPPLY LLC	120 PR GLOVES	\$397.68	\$397.68

**UNION SANITARY DISTRICT
CHECK REGISTER
01/16/2021-01/29/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176638	1/28/2021	143	5060	WORKSMART AUTOMATION INC	HEADWORKS SCREENS REPLACEMENT	\$364.25	\$364.25
176617	1/28/2021		164253	PREFERRED ALLIANCE INC	DECEMBER 2020 SERVICE FEE	\$318.57	\$318.57
176614	1/28/2021	132	2001559	OPTIMUM TECHNOLOGIES LLC	AT HOME EMPLOYEE PORTAL	\$307.00	\$307.00
176561	1/21/2021	113	20210115	JOHN SEO	EXP REIMB: CWEA MEMBERSHIP & CERT RENEWAL	\$293.00	\$293.00
176577	1/28/2021		1556472	ALLIANT INSURANCE SERVICES INC	PHYSICAL DAMAGE: 2ND QTR ENDORSEMENT	\$281.00	\$281.00
176565	1/21/2021		20210119	ARIEL TEIXEIRA	TUITION REIMB - FALL 2020	\$269.00	\$269.00
176584	1/28/2021	141	15799640	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$92.91	\$241.64
	1/28/2021	110	15801880		ASTD OFFICE SUPPLIES	\$94.97	
	1/28/2021	130	15785670		ASTD OFFICE SUPPLIES	\$17.55	
	1/28/2021	130	15797760		ASTD OFFICE SUPPLIES	\$36.21	
176542	1/21/2021		35819	HAYWARD PIPE AND SUPPLY	ASTD PARTS & MATERIALS	\$211.24	\$211.24
176629	1/28/2021	141	20201231	SPOK INC	JANUARY 2021 PAGER SERVICE	\$205.73	\$205.73
176570	1/21/2021		616997	VIATRAN CORPORATION	8 DRYING TUBES	\$184.63	\$184.63
176600	1/28/2021	122	604188625	HILLYARD/SAN FRANCISCO	ASST JANITORIAL SUPPLIES	\$184.58	\$184.58
176597	1/28/2021	111	9753516831	GRAINGER INC	ASTD PARTS & MATERIALS	\$96.03	\$181.85
	1/28/2021		9752291899		ASTD PARTS & MATERIALS	\$85.82	
176631	1/28/2021	170	403695705	TERMINIX COMMERCIAL	PEST CONTROL - RODENTS BLDG 66 12/9 & 12/22	\$160.00	\$160.00
176550	1/21/2021	170	77993970	MATHESON TRI-GAS INC	MONTHLY CYLINDER RENTAL - DEC 2020	\$134.92	\$134.92
176634	1/28/2021	122	141368	TRI-SIGNAL INTEGRATION INC	FIRE PROTECTION SERVICE - MONTHLY CHARGE MONITORING AGREE	\$133.33	\$133.33

**UNION SANITARY DISTRICT
CHECK REGISTER
01/16/2021-01/29/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
176537	1/21/2021	113	6785307	FISHER SCIENTIFIC	LAB SUPPLIES	\$129.08	\$129.08
176603	1/28/2021	170	282097	KAMAN INDUSTRIAL TECHNOLOGIES	ASTD PARTS & MATERIALS	\$47.91	\$113.78
	1/28/2021	170	296016		ASTD PARTS & MATERIALS	\$65.87	
176609	1/28/2021	113	2012A62A	MCCAMPBELL ANALYTICAL	LAB SAMPLE ANALYSIS	\$100.00	\$100.00
176543	1/21/2021	170	20201228	HOME DEPOT CREDIT SERVICES	MONTHLY HARDWARE STMT - DEC 2020	\$76.76	\$76.76
176598	1/28/2021	110	2029875	HAYWARD WATER SYSTEM	WATER SERV 11/10/20 - 01/11/21	\$66.06	\$66.06
176591	1/28/2021		6460	ENERGY CHOICE INC	ASTD COGEN PARTS	\$59.91	\$59.91
176567	1/21/2021	136	98XW53520	UPS - UNITED PARCEL SERVICE	SHIPPING CHARGES W/E 12/26/20	\$49.24	\$49.24
176552	1/21/2021	132	20210119	JOHN MERRIAM	EXP REIMB: LIVESCAN FEE PRE-EMPLOYMENT	\$40.00	\$40.00
176523	1/21/2021	110	15775040	BLAISDELL'S	ASTD OFFICE SUPPLIES	\$32.60	\$32.60
176613	1/28/2021	121	220002	NAYLOR STEEL INC	ASTD METAL, STEEL, STAINLESS & ALUMINUM	\$27.83	\$27.83
176569	1/21/2021		9870234864	VERIZON WIRELESS	WIRELESS SERV 12/02/20-01/01/21	\$21.06	\$21.06
176574	1/21/2021	122	2587665001	WHCI PLUMBING SUPPLY CO	ASTD PARTS & MATERIALS	\$15.37	\$15.37

**UNION SANITARY DISTRICT
CHECK REGISTER
01/16/2021-01/29/2021**

Check No.	Date	Dept	Invoice No.	Vendor	Description	Invoice Amt	Check Am
Invoices:					Checks:		
Credit Memos :			0				
\$0 - \$1,000 :			87	29,319.14	\$0 - \$1,000 :	61	25,350.40
\$1,000 - \$10,000 :			56	184,657.44	\$1,000 - \$10,000 :	39	116,985.94
\$10,000 - \$100,000 :			17	529,349.06	\$10,000 - \$100,000 :	20	600,989.30
Over \$100,000 :			2	540,542.49	Over \$100,000 :	2	540,542.49
Total:			162	1,283,868.13	Total:	122	1,283,868.13