



# ADMINISTRATION COMMITTEE

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## Agenda Report

**File #:** 2023-3219

**Agenda Date:** 10/11/2023

**Agenda Item No:** 2.

**FROM:** Robert Thompson, General Manager  
Originator: Wally Ritchie, Director of Finance

**SUBJECT:**

**GENERAL MANAGER APPROVED PURCHASES AND ADDITIONS TO THE PRE-APPROVED OEM SOLE SOURCE LIST**

**GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION: Recommend to the Board of Directors to:

- A. Receive and file Orange County Sanitation District purchases made under the General Manager's authority for the period of July 1, 2023 to September 30, 2023; and
- B. Approve the following additions to the pre-approved OEM Sole Source List:
  - ORANGE COUNTY MUFFLER - Bumper Mounted Tire Recovery System
  - MH3 CORPORATION - Unique Odor Assessment Services
  - AVIVA ENERGY CORP. - Energy Advisory Consulting Services
  - OIL SAFE - Oil Safe Pump and Filtration Systems

**BACKGROUND**

Staff provides the Administration Committee and the Board of Directors quarterly reports of General Manager approved and executed purchases, maintenance and repair Services Task Orders between under his authority, and additions to the pre-approved OEM Sole Source List. During this reporting period, the Board of Directors adopted an updated Purchasing Ordinance, OC SAN-61, which took effect August 25, 2023.

The list of additions to the pre-approved OEM Sole Source List displays the original equipment manufacturers (OEM) added this quarter that require sole source procurement to maintain, service, or replace equipment currently in operation at Orange County Sanitation District (OC San) facilities because the parts and/or service can only be provided by the OEM or their designated representative.

**RELEVANT STANDARDS**

- Quarterly financial reporting
- Ensure the public's money is wisely spent

**PRIOR COMMITTEE/BOARD ACTIONS**

December 2016 - Minute Order 12(b) authorized the General Manager to ratify additions or deletions to the OEM Sole Source list on the General Manager's quarterly approved purchases agenda report.

**ADDITIONAL INFORMATION**

In accordance with Board purchasing policies, Ordinance No. OC SAN-56, which was in effect through August 24, 2023, the General Manager has authority to approve and execute purchases between \$50,000 and \$100,000. Below is a summary of General Manager approved purchases, in amounts exceeding \$50,000, for the first quarter of fiscal year 2023-24, through August 24, 2023:

Vendor Name	Amount	Department	Description/Discussion
BEC BUILDING ELECTRONIC CONTROLS INC	\$90,000.00	Operations & Maintenance	Convenience Blanket PO for Emergency Response to Fire Alarm Systems at Plants 1 & 2 8/16/23 - 8/15/24 GM Article 2, Section 2.2 (b) (1)
CLIMATEC, LLC	\$90,000.00	Operations & Maintenance	Convenience Blanket PO for Urgent Response to Assess and Perform HVAC System Repairs in Occupied Areas 7/26/23 - 6/30/24 GM Article 2, Section 2.2 (b) (1)
CORTECH ENGINEERING, INC., A DXP COMPANY	\$73,339.00	Administrative Services	Stock Purchase of Two (2) SEEPEX Rotors and Gaskets Board Approved OEM Sole Source List M.O. 12/14/16, Item 12(B)
DIVERSIFIED THERMAL SERVICES, INC.	\$90,000.00	Operations & Maintenance	Convenience Blanket PO for Urgent Response to Assess and Perform HVAC System Repairs in Occupied Areas 7/17/23 - 6/30/24 GM Article 2, Section 2.2 (b) (1)
EJ USA, INC	\$57,231.65	Administrative Services	Stock Item Purchase of Fifty-Five (55) 36-Inch Manhole Frames and Covers Specification No. E-2022-1367BD
INNOVATIVE ENGINEERING AND MAINTENANCE	\$90,000.00	Operations & Maintenance	Convenience Blanket PO for Urgent Operational Support at Plants 1 and 2 9/1/23 - 8/31/25 GM Article 2, Section 2.2 (b) (1)
JAMISON ENGINEERING CONTRACTORS, INC.	\$90,000.00	Operations & Maintenance	Convenience Blanket PO for Urgent Operational Support at all OC San Facilities 9/1/23 - 8/31/25 GM Article 2, Section 2.2 (b) (1)
KEENAN & ASSOCIATES	\$90,000.00	Human Resources	Blanket PO for Workers' Compensation Third Party Administrator 7/1/23 - 6/30/24 with 4 Optional Renewal Periods Specification No. S-2023-1383
MH3 CORPORATION	\$90,000.00	Operations & Maintenance	Blanket PO to Perform Odor Assessment Services as Part of The Odor Control Master Plan 8/22/23 - 8/21/24 Sole Source Justification 2763 Reason: Unique Product/Service

MICHAEL BAKER INTERNATIONAL, INC.-REMIT	\$86,700.00	Environmental Services	Blanket PO for Consultant to Provide ROMS-BEC Ocean Modeling Support Study Specification No. CS-2023-1397BD
MULTI W SYSTEM CO	\$83,599.20	Administrative Services	Stock Item Purchase of One (1) Hayward Gordon CHOPX16B Chopper Pump and One (1) Hayward Gordon CHOPX12B Pump with Rotating Assemblies Board Approved OEM Sole Source List M.O. 2/23/22, Item 16(B)
NORTHSTAR CHEMICAL	\$87,000.00	Operations & Maintenance	Blanket PO for the Purchase of Sodium Hydroxide (Caustic Soda) 50% Solution for Plant 2 10/24/23 - 10/23/24 with 4 Optional Renewal Periods Specification No. C-2023-1405
ORANGE COUNTY SUPERINTENDENT OF SCHOOLS	\$50,296.00	Administrative Services	Blanket PO to Provide Inside the Outdoors (ITO) Education Program 7/1/23 - 6/30/24 with 2 Optional Renewal Periods Sole Source Justification 2588 Reason: Unique Product/Service
RJ NOBLE COMPANY	\$51,350.00	Operations & Maintenance	Adjustment of Thirteen (13) OC San Manholes as Part of the City of Fullerton Manhole Rehabilitation Project Sole Source Justification 2760 Reason: Unique Product/Service
SAFETY SHOE SERVICES	\$80,000.00	Human Resources	Convenience Blanket PO for On-Site Safety Shoe Services 7/1/23 to 6/30/24 GM Article 2, Section 2.2 (b) (1)
SOUTHERN COUNTIES LUBRICANTS	\$70,160.16	Operations & Maintenance	Purchase of 4,000 Gallons (Bulk Oil) of Chevron 5200 Hdax Low Ash 40 for Plant 2 Specification No. JA-129189
WESTAIR GASES & EQUIPMENT INC - LOX	\$85,000.00	Operations & Maintenance	Convenience Blanket PO for the Emergency Purchase of Bulk Liquid Oxygen (LOX) 8/21/23 - 8/20/24 GM Article 2, Section 2.2 (b) (1)

In accordance with Board purchasing policies, Ordinance No. OC SAN-61, the General Manager has authority to approve and execute purchases between \$100,000 and \$150,000. Below is a summary of General Manager approved purchases, in amounts exceeding \$100,000, for the first quarter of fiscal year 2023-24, since August 25, 2023:

Vendor Name	Amount	Department	Description/Discussion
FORFLUIDS.COM	\$121,103.67	Operations & Maintenance	Purchase of Ten (10) 65-Gallon Aluminum Tanks and Two (2) Dispensing Stations for Oil Lubrication Work Center Approved CORF Budget FY23/24 Sole Source Justification 2765 Reason: Unique Product/Service

Additionally, in accordance with Board purchasing policies, Ordinance No. OC SAN-61, the General Manager has authority to approve and execute maintenance and repair Services Task Orders between \$100,000 and \$500,000. Below is a summary of General Manager approved maintenance and repair Services Task Orders, in amounts exceeding \$100,000, for the first quarter of fiscal year 2023-24:

<b>Vendor Name</b>	<b>Amount</b>	<b>Department</b>	<b>Description/Discussion</b>
J R FILANC CONSTRUCTION	\$265,000.00	Operations & Maintenance	Transformer TFR-H04 Repair at Plant 2 Specification No. TOB-2023-1415 of Master Service Contract S-2021-1234BD-2

**ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

N/A