



Orange County Sanitation District

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Agenda Report

File #: 2024-3688, **Version:** 1

FROM: Robert Thompson, General Manager
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SUBJECT:

SOLE SOURCE AGREEMENT FOR LEGAL SERVICES WITH WOODRUFF & SMART

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

Approve a Sole Source Agreement for Legal Services with Woodruff & Smart, commencing on July 1, 2024, in a form approved by Special Counsel.

BACKGROUND

In November 2023, the Board of Directors approved the General Legal Services Ad Hoc Committee to conduct and oversee an open competitive solicitation for general legal counsel services.

RELEVANT STANDARDS

- Comply with applicable employment and labor laws
- Ensure the public's money is wisely spent
- Maintain positive employer-employee relations
- Provide a safe and collegial workplace

PROBLEM

A solicitation for general legal counsel services has been conducted and has recommended a new General Counsel for OC San. Woodruff & Smart will need a new agreement with OC San to be able to continue to provide legal services on existing assignments and to assist with the transition to the new General Counsel.

PROPOSED SOLUTION

Approve a Sole Source Agreement for Legal Services with Woodruff & Smart to continue legal services on assignments and assist with the transition to new general counsel.

TIMING CONCERNS

The new general counsel agreement is recommended to be effective July 1, 2024. Woodruff & Smart will need a new agreement to continue to provide legal services.

RAMIFICATIONS OF NOT TAKING ACTION

Without approval of the sole source agreement, Woodruff & Smart will not have a current effective agreement for services.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

Woodruff and Smart, has been serving Orange County Sanitation District (OC San) since 1975 and is currently engaged on various assignments that require continuity of legal representation.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of OC San's Purchasing Ordinance. This item has been budgeted (Budget FY 2024-25 and 2025-26, Section 5, Page 6, Legal) and the budget is sufficient for the recommended action.

ATTACHMENT

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

- Agreement for Legal Services