



**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

APR - 9 1996

7-3

*David Chin*  
for **EXECUTIVE SECRETARY**

March 21, 1996

**To:** Board of Directors (Water Planning and Resources Committee--Action)  
(Finance and Insurance Committee--Action)

**From:** General Manager

**Submitted by:** J. W. Malinowski  
Director of Public Affairs and Conservation

**Subject:** Request for Authorization to Increase the Maximum Number of Ultra-Low-Flush Toilets to be Distributed by Richard Heath Associates, Inc. through June 30, 1996

## RECOMMENDATION(S)

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It is recommended that your Board authorize the General Manager to increase the maximum number of Ultra-Low-Flush (ULF) toilets to be distributed by Richard Heath and Associates, Inc. through June 30, 1996 from the current number of 4,700, which was approved by your Board during the March 1996 Board Meeting, to 8,200 in order to accommodate a request from the City of Long Beach.

## BRIEF DESCRIPTION

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On March 5, 1996, Metropolitan received a request from the City of Long Beach (Long Beach) to use Metropolitan's vendor for the distribution of 3,500 ULF toilets in their high school ULF toilet distribution programs rather than a vendor retained directly by Long Beach as originally expected. This request came after the completion of March Board Letter 8-6, dated February 27, 1996. During the March 1996 Board Meeting your Board authorized Richard Heath and Associates, Inc. (RHA) to distribute a maximum of 4,700 ULF toilets at high school ULF toilet distributions through June 30, 1996. The request from Long Beach will increase RHA's maximum to 8,200 ULF toilets. The additional 3,500 ULF toilets will increase Metropolitan's cost share from \$282,000 to \$492,000 and still be under the original, Board approved ULF Toilet Program budget.

<b>Contract Type</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	<b>Funding</b> <input type="checkbox"/> Capital-Appropriation No. <input checked="" type="checkbox"/> O & M	<b>Type of Competition</b> <input type="checkbox"/> Competitive Bidding Specification No. _____ <input type="checkbox"/> Negotiated Contract <input checked="" type="checkbox"/> Sole Source
<b>Contract Form</b> <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Professional Services <input type="checkbox"/> Construction	<b>Budget Status</b> <input checked="" type="checkbox"/> FY 95-96 Amount \$2,282,200 remaining <input type="checkbox"/> Out-Year Amount <input type="checkbox"/> Non-Budget Amount _____	

## PURPOSE/BACKGROUND

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During the first two weeks of January 1996, the City of Long Beach notified Metropolitan of their decision to contract independently with their own vendor to distribute 3,500 ULF toilets through high school distribution projects. Due to the limited time frame to successfully complete the procurement of vendor services and complete the distributions, Long Beach has recently requested by letter their decision to use Metropolitan's vendor.

After two very successful high school distributions, one on March 9 and the other on March 16, in which a total of 2,400 ULF toilets were distributed in the City of Riverside's service area, RHA is establishing themselves as a very well organized, capable, and customer oriented vendor.

## MBE/WBE

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Richard Heath & Associates is a certified MBE firm.

## CEQA COMPLIANCE/ENVIRONMENTAL DOCUMENTATION

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This action is exempt from provisions of the California Environmental Quality Act in that there is no possibility that it may have a significant adverse effect on the environment.

<b>Plan and Bid Statistics</b> ----- Contractors Requested Plans ----- Bids Submitted  N/A	<b>Evaluation Criteria</b> Low bid that meets the requirements of the specifications. Bidders qualifications and MBE/WBE participation are also considered.  <b>Contractual Details</b> <input checked="" type="checkbox"/> Anticipated Duration 3/96 - 6/96 <input type="checkbox"/> Hourly Rates N/A <input type="checkbox"/> Prevailing Wage Rates Will Apply
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**SOLE SOURCE JUSTIFICATION**

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Due to unforeseen circumstances vendors were required to be selected within three weeks. Work must commence immediately and be completed by June 30, 1996.