

**AGENDA**

**ENGINEERING COMMITTEE MEETING  
LEUCADIA WASTEWATER DISTRICT  
Tuesday, September 5, 2023 – 9:00 a.m.  
1960 La Costa Avenue, Carlsbad, CA 92009**

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- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
- 4. New Business**
  - A. Authorize the General Manager to execute a Sourcewell Cooperative Purchase Agreement with National Auto Fleet Group for the purchase of a new 2024 Chevrolet 3500HD Traffic Control Truck in an amount not to exceed \$105,994. (Pages 2-3)
  - B. Authorize the General Manager to execute a sole source Agreement with Howard's Rug Company for carpet replacement and furniture moving services for the Leucadia Wastewater District Administrative building in an amount not to exceed \$48,724. (Pages 4-5)
  - C. Authorize the General Manager to execute a Professional Services Agreement with 5 North Media to replace the Leucadia Wastewater District's Audio / Visual System in an amount not to exceed \$140,003. (Pages 6-7)
- 5. Information Items**

None.
- 6. Directors' Comments**
- 7. General Manager's Comments**
- 8. Adjournment**

## MEMORANDUM

**DATE:** August 31, 2023  
**TO:** Engineering Committee  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Award of Sourcewell Cooperative Purchase Agreement to National Auto Fleet Group for a New Traffic Control Truck

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**RECOMMENDATION:**

Staff requests that the Engineering Committee recommend that the Board of Directors:

1. Authorize the General Manager to execute a Sourcewell Cooperative Purchase Agreement with National Auto Fleet Group for the purchase of a new 2024 Chevrolet 3500HD Traffic Control Truck in an amount not to exceed \$105,994.
2. Discuss and take other action as appropriate.

**BACKGROUND:****Tactical Goal: Infrastructure and Technology / Purchases / Traffic Control Truck**

The Leucadia Wastewater District (District) has a one ton medium duty fleet pickup truck configured to support traffic control operations and to tow generators and bypass pumps. Over the past few years, staff has noticed an increase in the cost and frequency of repairs to maintain the traffic control truck (Truck). The Truck is 12 years old and has 49,971 miles.

The District's Vehicle Replacement Guidelines states that the minimum replacement criteria for a medium duty vehicle is 5 years and 60,000 miles or 7 years and any miles. As a result of the increase in maintenance frequency and the associated cost, staff believes the Truck has exceeded its useful life and requires replacement. Additionally, the Truck meets the minimum replacement criteria for a vehicle of its size. It is important to note that once the new Truck is delivered, staff will be selling the old Truck through auction to obtain the greatest residual value.

**DISCUSSION:**

To complete this vehicle purchase in an efficient manner, staff decided to use a cooperative purchasing program. The Section 3.4 of the District's Procurement Policy permits the use of cooperative purchasing programs when feasible and in the best interest of the district. Sourcewell Cooperative (Sourcewell) is a self-supported government agency that holds hundreds of competitively solicited procurement contracts ready for use. Essentially, purchasing a vehicle from a Sourcewell participating vendor means the vendor has already been vetted through the competitive pricing process conducted by the cooperative.

National Auto Fleet Group (NAFG) is an authorized Southern California dealer participating in Sourcewell. Consequently, staff requested a quote from NAFG for the replacement traffic control truck. NAFG submitted a quote of \$105,994.

Staff evaluated the quote submitted and is satisfied that the Truck meets our specified requirements. Therefore, Staff is recommending the purchase of the new Truck from the National Auto Fleet Group, a Sourcewell Cooperative vendor, for \$105,994.

**FISCAL IMPACT:**

The Fiscal Year 2024 Capital Acquisition Budget includes \$100,000 in funding for the purchase of this replacement traffic control truck. An additional \$6,000 will be drawn from the pump station miscellaneous equipment account (\$20,000) to cover the purchase of the vehicle.

ma:PJB

## MEMORANDUM

**DATE:** August 31, 2023  
**TO:** Engineering Committee  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Award of Sole Source Agreement to Howard's Rug Company for Carpet Replacement and Furniture Moving Services

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**RECOMMENDATION:**

Staff requests that the Engineering Committee recommend that the Board of Directors:

1. Authorize the General Manager to execute a sole source Agreement with Howard's Rug Company for carpet replacement and furniture moving services for the Leucadia Wastewater District Administrative building in an amount not to exceed \$48,724.
2. Discuss and take other actions as appropriate.

**BACKGROUND:**

**Tactical Goal: Infrastructure and Technology / Admin. Building and Facility Updates / Carpet Replacement (2<sup>nd</sup> Floor)**

The construction of the Leucadia Wastewater District (District) Administrative building was completed in August 2009. Over the past 14 years, the carpet has endured well against daily foot traffic. However, it has begun to show its age and requires replacement. In 2022, staff planned to replace the carpet in the Administrative building, with the exception of the Board Room. The plan was to replace the carpet in two phases; phase 1 was the first floor, which was completed in fiscal year (FY) 23, and phase 2 was the second floor and elevator to be completed in FY 24.

In December 2022, Howard's Rug Company (Howard's Rug) was awarded the contract for phase 1, the first floor carpet replacement. In May 2023, Howard's Rug completed the work. Staff was very pleased with the quality of work and coordination efforts by the Howard's Rug team especially since the work was completed during District non-working hours.

**DISCUSSION:**

Staff plans to start phase 2 to replace the carpet on the second floor and elevator. Under Section 11.1 (A), Sole Source Procurement, of the District's Procurement Policy, sole source procurement is allowed for continuing services where a vendor or firm has satisfactorily completed one phase of a project and the General Manager, or as may be required by this Policy, the Board of Directors, determines that it is in the best interest to retain the vendor or firm for a subsequent phase of work. Consequently, staff requested a quote from Howard's Rug for the second floor and elevator carpet replacement and furniture moving services. They submitted a quote of \$48,724.

Staff has evaluated the quote submitted by Howard's Rug and is satisfied that it meets the carpet replacement and furniture moving requirements. Therefore, it is recommended that the Board authorize the General Manager to execute a sole source Agreement with Howard's Rug Company

for carpet replacement and furniture moving services for the second floor and elevator in an amount of \$48,724.

**FISCAL IMPACT:**

The Fiscal Year 2024 Budget includes \$50,000 for this effort, therefore, sufficient funds are available to fund the carpet replacement and furniture moving services.

ier:PJB

## MEMORANDUM

**DATE:** August 31, 2023  
**TO:** Engineering Committee  
**FROM:** Paul J. Bushee, General Manager   
**SUBJECT:** Award a Professional Services Agreement to 5 North Media for the Audio / Visual System Replacement

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**RECOMMENDATION:**

Staff requests that the Engineering Committee recommend that the Board of Directors:

1. Authorize the General Manager to execute a Professional Services Agreement with 5 North Media to replace the Leucadia Wastewater District's Audio / Visual System in an amount not to exceed \$140,003.
2. Discuss and take other actions as appropriate.

**BACKGROUND:****Tactical Goal: Infrastructure and Technology / Replace Audio and Visual Equipment**

The Leucadia Wastewater District (District) Administrative building was commissioned in August 2009. As part of the original construction the Board Room, Training Room and Second Floor Conference Room were outfitted with audio and visual (A/V) systems that, at the time, were considered to be contemporary technology. This technology included high resolution projectors and interactive Smartboard Displays. Technology of A/V Systems has advanced over the past 14 years. Additionally, the COVID pandemic mainstreamed the use of video communication technology such as Zoom. As a result, the District's A/V Systems currently in use in the various meeting spaces requires modernization to keep pace with current technology. System upgrades include interactive video displays and liquid crystal display (LCD) panels with video communication capabilities.

**DISCUSSION:**

To complete the A/V System modernization staff contacted two A/V Consultants to do a site visit and discuss their services. Staff used the information provided by the consultants to develop bid specifications. Three A/V consultants were contacted and invited to submit a bid. Two consultants, 5 North Media and AVI-SPL, accepted the Request for Bids. The third, AVI Systems, did not respond to three attempts to contact them. Only one consultant, 5 North Media (5 North), submitted a bid by the August 17<sup>th</sup> deadline. 5 North's bid was \$140,003.

Staff reviewed 5 North's bid and determined that it satisfies the specifications of the bid. 5 North has over 42 years of experience. Their clients include Agua Caliente Council Chamber, Palm Desert City Council, Naval Base Coronado and Camp Pendelton. Therefore, staff recommends that the Board authorize the General Manager to execute a professional services agreement with 5 North Media for the A/V System replacement.

**FISCAL IMPACT:**

The Fiscal Year 2024 Capital Acquisition Budget contains \$200,000 for the AV System replacement, therefore, sufficient funding is available to cover the recommended contract.

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