

MEMORANDUM

TO: Governing Board
FROM : William McKinstry, Office Chief, Land Management
THRU: Tom Mirti, Deputy Executive Director, Water and Land Resources
DATE: July 31, 2019
RE: Hydrological and Road Maintenance Field Supplies for Fiscal Year 2020

RECOMMENDATION

Staff recommends the Governing Board authorize staff to purchase field supplies on an as-needed basis for an amount not to exceed \$122,000.

BACKGROUND

The District purchases rock aggregate and hydrological facilities supplies for improvement projects each year. This authorization allows District staff to purchase rock aggregate, which primarily includes hard rock and lime rock, for hydrological and road improvement projects. Bids are obtained from local mines each year to lock in a 12-month rate for rock aggregate materials. Invitation to Bid WLR18/19-031 for rock aggregate was advertised on June 18, 2019. On July 9, 2019, the District received bids from five companies for materials (see Attachment A). Bid prices do not include transportation to project site(s).

At times staff has found that rock aggregate provided in the bid is not acceptable, is unavailable, or other material suppliers become available during the fiscal year. These events may require staff to modify the attached table with new or alternative supplies to ensure projects are completed in a timely and efficient manner. According to the District's procurement procedures, field supplies are procured on a low bid basis using a combination of the hauling and material cost as primary determining factors of where supplies are purchased. The Executive Director or designee will authorize a purchase order prior to the actual purchase.

Additionally, funds can be used to purchase supplies for hydrological facilities, such as but not limited to, culverts, flashboard risers, ditch blocks, and erosion control facilities. These field supplies are purchased on an as-needed basis upon the execution of a project plan and follow similar procurement procedures as indicated above. Most suppliers for hydrological and road maintenance charge about the same rates for materials, so the overriding cost is related to transportation from the supply area to the project site. Lowest material rates are primarily used when two suppliers are equally distant from the proposed project site.