Department of Public Works
Transmittal of Authority for Expenditure Document for Approval by the Board

Date: August 26, 2020

To: Fernando Campos, Executive Officer
Board of Public Works

From: The Office of Accounting
for
Bureau of Sanitation

Re: AE 21508905M – County Sanitation District No. 2 – South Gate - $50,000.00

The Department’s procedures require that the attached Authority be approved by the Board of Public Works.

Please schedule it on the Board agenda for next meeting.

After approval by the Board, please transmit it to a Commissioner for approval as “Head of Department”. The approved document should then be returned to the Office of Accounting for further processing. Please return it to:

PW-OFFICE OF ACCOUNTING
SPECIAL FUNDS
Attn: Rachel Yo

Mail Stop 477
Room 924, City Hall

For additional information, if needed, please call Rachel Yo at (213) 978-0924.

Bureau of Sanitation contact: Deborah Peoples (213) 485-2696
CITY OF LOS ANGELES

AUTHORITY FOR EXPENDITURE

Dept. SANITATION & ENVIRONMENT

FOR 8/26/2020

TO: (NAME AND ADDRESS)
County Sanitation District No. 2 - South Gate
P.O. Box 4998
Whittier, CA 90607
Contact: Maria Orta (562) 699-7411

PLEASE FURNISH TO THE CITY OF LOS ANGELES, CARE OF (GIVE ADDRESS)
City of Los Angeles - Public Works/LASAN
Solid Resources Support Services Division
1149 S. Broadway, 5th Floor
Los Angeles, CA 90015
Attn: Mari Chu Navarro (213) 485-2348

LINE NO. FUND DEPT. APPR. UNIT OBJECT DOBJ DESCRIPTION AMOUNT ID
01 508 50 50TX82 60250 Tip Fees - South Gate $50,000.00 0

FOR:
To pay the Los Angeles County Sanitation District for contingent backup refuse disposal and transfer services provided at the South Gate Recycling & Transfer facility when significant delays are being experienced at the City's primary facilities. An Authority for Expenditure is used because County Sanitation preserves, as policy, not to enter into long-term contracts for these types of services. Commissioner Briefing: 7/29/20.

Term: July 1, 2020 - June 30, 2021

Robert Potter, Division Manager

FUND NAME: Solid Waste Resources Revenue Fund; FUND DESCRIPTION: Special Fund; COUNCIL DISTRICT #: All; IMPACT TO GENERAL FUND: None.

TO THE OFFICE OF THE CONTROLLER:

PURSUANT TO PROVISIONS OF THE CITY CHARTER AND TO THE ANNUAL DEPARTMENTAL BUDGET APPROPRIATIONS OR OF APPROPRIATIONS MADE SUBSEQUENT TO THE BUDGET, THIS IS AUTHORITY TO ISSUE A DEMAND ON THE FUND AND DEPARTMENT DESCRIBED ABOVE.

BUREAU OR DIVISION HEAD
Enrique C. Zaldívar, Director

ACCOUNTING
Miguel A. De La Pena, Director

HEAD OF DEPARTMENT
Board of Public Works

CITY ATTORNEY APPROVAL OF A.F.E. OVER $5,000
Adene Hopstenard, Deputy City Attorney

CONTROLLERS APPROVAL
Adene Hopstenard 8-24-2020

READ THIS CAREFULLY: THIS A.F.E. MUST BE APPROVED FOR FUNDS BY THE CITY CONTROLLER BEFORE SERVICE IS RENDERED. THIS FORM SHALL NOT BE USED FOR THE PURCHASE OF MATERIALS, SUPPLIES OR RENTAL OF EQUIPMENT. INVOICES IN DUPLICATE MUST BE FORWARDED TO THE DEPARTMENT TO WHICH SERVICES WERE RENDERED.

(1) DOCUMENT NUMBER, NAME AND ADDRESS OF DEPARTMENT MUST APPEAR ON ALL INVOICES.
(2) IN CASE OF A DELAY IN PAYMENT OF INVOICE BEYOND 30 DAYS FOLLOWING THE DATE OF INVOICE, PLEASE NOTIFY THE CONTROLLER IN WRITING GIVING REFERENCE TO A.F.E. NUMBER, AND STATE TO WHAT DEPARTMENT SERVICE WAS RENDERED.

Debra Pezler 8/10/20
AUTHORITY FOR EXPENDITURE (AE)
SUPPLEMENTARY INFORMATION

VENDOR NAME AND ADDRESS: County Sanitation District No. 2 - South Gate
P.O. Box 4998
Whittier, CA 90607

SERVICE TYPE (CHECK ONE)

ONE-TIME [X]
CONTINUING [ ]
INTERMITTENT [ ]

DATES / TIME FRAME FOR SERVICES:
7/1/20 - 6/30/21

IS SERVICE IN CONJUNCTION WITH OTHER BUREAU OR GOVERNMENT ENTITY(IES)? (CHECK ONE)

YES [ ]
NO [X]

IF YES, NAME OF ENTITY(IES):

_______________________________________________________________

_______________________________________________________________

NATURE OF COOPERATIVE AGREEMENT:

_______________________________________________________________

_______________________________________________________________

STATE REASON(S) FOR SERVICE(S) TO BE COMPLETED AND PAID THROUGH AN AE FORMAT RATHER THAN AS A PERSONAL SERVICE CONTRACT OR CITY CONTRACT:

AE will be used to pay for contingent refuse disposal services provided at the South Gate Landfill and for green waste processing when significant delays are experienced at the City's primary facilities.

Division: 82030000 / SRSSD
Contact Person: Darshna Patel
Phone #: (213) 847-2952
Date: 7/1/2020
LWO – DEPARTMENTAL DETERMINATION FORM
REQUIRED DOCUMENTATION FOR ALL CONTRACTS

This form will aid Awarding Departments with determining whether or not a contract is subject to the LWO. It must be completed by the AWARDING DEPARTMENT and submitted to the Office of Contract Compliance AFTER THE CONTRACT HAS BEEN EXECUTED. INCOMPLETE SUBMISSIONS WILL BE RETURNED. Please refer to the endnotes for more details.

AWARDING DEPARTMENT INFO
Dept: PW/LASAN Contract Administrator: Darshna Patel Contact Phone: (213) 847-2952 MS# 521

CONTRACT INFO
Contractor Name: County Sanitation District No. 2 - South Gate Contractor Address: P.O. Box 4938 City-Whittier State: CA Zip: 90607
Project/Contract Name: Tip Fee - County Sanitation South Gate Purpose of Contract: Refuse/Green Waste Disposal
Contract Amount: $ 50,000.00 Term: Start Date 07/01/20 End Date 06/30/21

SECTION I:
DETERMINING APPLICABILITY TO LWO

1 Check off ONE box that best describes the contract, then Continue to #2: This is a X New Contract □ Amndmnt # --
2 If you checked off "New Contract" above, SKIP to Question #5 to determine whether this New contract is subject to the LWO.
3 If you checked off "Contract Amendment" Please answer the following questions about the original contract:
   a Was the original contract subject to the LWO? X Yes □ No
   b Was the original contract approved for an exemption? X Yes □ No If YES, please note what type of exemption it received:
4 If you checked off YES to 3a or 3b, THIS FORM IS NOW COMPLETE – PLEASE SUBMIT PAGE 1 ONLY TO OCC.
   If you checked off NO to 3a AND 3b, Continue to #5 to determine whether this Contract Amendment is subject to the LWO.
5 Check off ONE box in Parts A, B, C or D below that best describes the contract, then Continue to #6:
   These are contracts NOT SUBJECT, NOT APPLICABLE TO LWO:
   These contracts MAY or MAY NOT BE SUBJECT, or MAY or MAY NOT BE APPLICABLE TO LWO:

PART A
Service contract that is less than 3 months OR $25,000 or less□
Other governmental entity□
Purchase or rental of goods, equipment, property□
Construction contract□
Funded by Business Improvement District (BID) assessment money□
Financial assistance is below both LWO CFAR thresholds:
   (a) Financial assistance must be less than $1 Million in a 12-month period AND
   (b) Is less than $100,000 if on a continuing basis (such as a loan at a rate lower than the Applicable Federal Rate)

PART B
Service contract that is at least 3 months AND over $25,000.

PART C
Public leases or licenses□

PART D
City Financial Assistance Recipient (CFAR) □

SECTION II:
DETERMINING APPLICABILITY TO LWO

6 If you checked off any box in Part A - THIS FORM IS NOW COMPLETE – PLEASE SUBMIT PAGE 1 ONLY TO OCC.
7 If you checked off a box in Part B or C, SKIP to #9.
8 If you checked off the box in Part D, SKIP to #13.
9 If you have a service contract, answer questions a, c and d ONLY, then Continue to #10.
   If you have a public lease/license, answer questions b, c and d ONLY, then Continue to #10.
   a Are some of the services rendered by employees whose work site is on property owned by the City?
   b Are the services rendered on premises at least a portion of which is visited by substantial numbers of the public on a frequent basis (including, but not limited to, airport passenger terminals, parking lots, golf courses, recreational facilities)?
   c Could the services feasibly be performed by City employees if the awarding authority had the requisite financial and staffing resources?
   d Has the DAA determined in writing that coverage would further the proprietary interests of the City?
10 If you checked off ANY boxes in the YES column, this contract is APPLICABLE TO THE LWO (it is SUBJECT).
   Continue onto SECTION II. Otherwise, continue to #11.
11 You DID NOT check off ANY boxes in the YES column. This contract is NOT APPLICABLE TO THE LWO (it is NOT SUBJECT).
   Fill and submit LW-10, OCC Exemption Application for approval prior to contract execution found here:
   http://bca.lacity.org/index.cfm?nxt=ee&nxt_body=div_occ_lwo_forms.cfm, then Continue to #12.
12 Has the exemption been approved? YES NO
   IF YES, THIS FORM IS NOW COMPLETE – Once the contract has been executed, SUBMIT LW-1, Page 1 ONLY and the APPROVED EXEMPTION FORM to OCC. IF NO, Continue onto SECTION IV.
13 Answer the following question to determine whether the CFAR is subject to the LWO, then Continue to #14.
   a Does the agreement intend to promote economic development?
14 If you checked off NO this contract is NOT APPLICABLE TO THE LWO (it is NOT SUBJECT). PLEASE SUBMIT PAGE 1 ONLY TO OCC. Otherwise, Continue to Question #15.
15 Answer the following questions to determine whether the CFAR is subject to the LWO:
   a Is the Financial Assistance given in a 12-month period and above $1 Million?
   b Is the Financial Assistance $100,000 or more on a continuing basis?
16 If you checked off ANY boxes in the YES column, this contract is APPLICABLE TO THE LWO (it is SUBJECT). Continue onto SECTION II. Otherwise, this contract is NOT APPLICABLE TO THE LWO (it is NOT SUBJECT). PLEASE SUBMIT PAGE 1 ONLY TO OCC.
## Sanitation Commissioner Briefing Form

<table>
<thead>
<tr>
<th>Authority Number/ LOA Subject Title</th>
<th>AE 508905M / Tip Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Solid Resources Support Services Div</td>
</tr>
<tr>
<td>Vendor</td>
<td>County Sanitation District No. 2 - South Gate</td>
</tr>
</tbody>
</table>

### Service Description (list complete description below)

For contingent backup refuse disposal and transfer services provided at the South Gate Recycling & Transfer Facility when significant delays are being experienced at the City's primary facilities.

Duration of funding: FY 20-21; July 1, 2020 – June 30, 2021
Amount: $50,000.00

**Date of Briefing**: July 29, 2020
**Time of Briefing**: 3:30 PM
**Commissioner Name**: Greg Good

**Commissioner Signature**

* For an AE with LOA attached that will be submitted to the board ($20,000 and greater), the following language is to be included on the golden rod, “Authorize the President or two members of the Board of Public Works to execute this service agreement”

* All acronyms are to be spelled out

Note: Please contact Tanyesha Jackson in Administration Section to schedule a briefing with the Commissioner.

Signed form must be submitted in AE package to Purchasing Section.

---

LASAN Purchasing Section (Rev. 1/2019)