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 21508906M – County Sanitation District No. 2 – DART - $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
   Atttn: 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

<table>
<thead>
<tr>
<th>DOC CODE</th>
<th>DOC DEPT. CO.</th>
<th>TYPE</th>
<th>F.Y.</th>
<th>AUTHORITY NO.</th>
<th>DOCUMENT ID.</th>
<th>DOC. DATE (M M D D Y Y)</th>
<th>ACCTG. PERIOD</th>
<th>BUDGET F.Y. (Y Y)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAEAE</td>
<td>50</td>
<td>AE</td>
<td>21</td>
<td>509806M</td>
<td></td>
<td>08/11/20</td>
<td>P P</td>
<td>21</td>
</tr>
</tbody>
</table>

**ACTION**
- ORIG. ENTRY (E)
- ADJUSTMENT (M)

**VENDOR CODE** PRAE 100002546

**TO:** (NAME AND ADDRESS)
- County Sanitation District No. 2 - DART
  - P.O. Box 4396
  - 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: Marichu Navarro (213) 485-2348

<table>
<thead>
<tr>
<th>LINE NO.</th>
<th>FUND</th>
<th>DEPT.</th>
<th>APPR. UNIT</th>
<th>OBJECT</th>
<th>DOBJ</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>508</td>
<td>50</td>
<td>50TX82</td>
<td>60250</td>
<td></td>
<td>Tip Fees - DART</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>

**FOR:**

to pay the los angeles county sanitation district for contingent backup refuse disposal and transfer services provided at the Downey Area Recycling & Transfer facility (DART) 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

**HEAD OF DEPARTMENT**
- Board of Public Works

**ACCOUNTING FOR**
- Miguel A. De La Pena, Director

**CITY ATTORNEY APPROVAL OF A.F.E. OVER $5,000**
- Adena Hopenstand, Deputy City Attorney

**CONTRoLTeR'S APPROVAL**
- 8-21-2020

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.

Deborah People 8/16/20
VENDOR NAME AND ADDRESS:

County Sanitation District No. 2 - DART
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 BUREAUX 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 DART Landfill and for green waste processing when significant delays are experienced at the City's primary facilities.

Division: 82030000 / SRSSD
Contact Person: Darshina 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

<table>
<thead>
<tr>
<th>Dept: PW/LASAN</th>
<th>Contract Administrator: Darshna Patel</th>
<th>Contact Phone: (213) 847-2952</th>
<th>MS# 521</th>
</tr>
</thead>
</table>

#### CONTRACT INFO

<table>
<thead>
<tr>
<th>Contractor Name: County Sanitation District No. 2 - DART</th>
<th>Contractor Address: P.O. Box 4998 City: Whittier State: CA</th>
<th>Contract #: AE1508906M</th>
<th>Zip: 90607</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Contract Name: Tip Fee - County Sanitation DART</td>
<td>Purpose of Contract: Refuse/Green Waste Disposal</td>
<td>Contract Amount: $50,000.00</td>
<td>Term: Start Date 07/01/20</td>
</tr>
</tbody>
</table>

#### SECTION I: DETERMINING APPLICABILITY TO LWO

1. Check off ONE box that best describes the contract, then Continue to #2: This is a [ ] New Contract [ ] Contract Amendment [ ]
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? [ ] Yes [ ] No
   b. If Yes, was the original contract approved for an exemption? [ ] 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 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).

6. If you checked off any box in Part A, THIS FORM IS 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.
   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_ocf_lwo_forms.cfm, then Continue to #12.
12. Has the exemption been approved? IF YES, THIS FORM IS 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 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.
<table>
<thead>
<tr>
<th>Authority Number/LOA Subject Title</th>
<th>AE 508906M / 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 – Downey Area Recycling &amp; Transfer Facility (DART)</td>
</tr>
</tbody>
</table>

**Service Description (list complete description below)**

For contingent backup refuse disposal and transfer services provided at the DART 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

<table>
<thead>
<tr>
<th>Date of Briefing</th>
<th>July 29, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time of Briefing</td>
<td>3:30 PM</td>
</tr>
</tbody>
</table>

**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)
PUBLIC WORKS/SANITATION

DOCUMENT TRANSMITTAL LOG

DATE DELIVERED: 08/21/2020  SUBMITTED BY: Raquel M. Romo

CITY DOCUMENT TYPE: **AUTHORITY FOR EXPENDITURE (AE)**

<table>
<thead>
<tr>
<th>AE #</th>
<th>VENDOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE21508906M</td>
<td>COUNTY SANITATION DISTRICT NO. 2 (DART)</td>
</tr>
</tbody>
</table>

ATTN: 508

PW/ ACCOUNTING

CITY HALL, 9TH FLOOR – MAIL STOP 470

FUND: EDEN AUSTRIA