



AGENDA CONSENT CALENDAR MEMO

Memorandum Date: December 2, 2024

Order Date: December 17, 2024

TO: Board of County Commissioners

DEPARTMENT: Lane County Public Works

PRESENTED BY: Dan Hurley, Public Works Director

AGENDA ITEM TITLE: ORDER/ In the Matter of Approving Two Contracts and Amendments and Delegating Authority to the County Administrator to Sign and Execute the Approved Contracts and Amendments for TEC Equipment, Expense in the Amount of \$185,500.00; and EcoSort, LLC, Expense in the Amount of \$130,000

I. MOTION

That the contracts and amendments listed in Exhibit A – December 17, 2024, are approved and the County Administrator is delegated authority to execute the approved contracts and amendments.

II. DISCUSSION

A. Background Analysis

Under Lane Manual section 20.600.310, the County Administrator's authority to execute contracts and amendments is limited to contracts that do not exceed one hundred fifty thousand dollars (\$150,000) in cost or revenue nor three (3) years in length. The proposed contracts and amendments described in the attached Exhibit A requires delegation of additional authority to the County Administrator for execution. The attached contracts and amendments have been submitted by Public Works based upon information submitted by the identified Public Works divisions. To submit such contracts, grants, and amendments, the Department must describe how the agreements meet the criteria for consideration on the consent agenda, generally those related to:

- Contracts and contract amendments for operational expenses that are routine in nature.

- Intergovernmental Agreements (IGA) that continue an existing long-term relationship with another public entity, for substantially the same subject matter, whether as a new or extended contract.
- Extensions of existing contracts or subcontracts for not more than one year, when renewal is provided for in the terms of the original contract.
- Delegating contract signature authority to the County Administrator for contracts funded by grants or State programs.

The procurement for the trailer tanker to be purchased from TEC Equipment was previously approved by the Board on September 17, 2024 (BO 24-09-17-05). Prior to completion of the purchase order, the County's Procurement Manager recognized the contracted price for the selected trailer exceeded the cost threshold in Lane Manual for an RFQ. After further review, the County Procurement Manager recommends the County could move forward with the purchase as an Individual Special Procurement, due to the following findings:

1. The overall detail, transparency, and multiple quote reviews along with the County's specifications and needs detail provided ample time for competition.
2. That this trailer presents the best overall value to the County in both specifications, quality and after-sale support.
3. The majority framework of a RFP was performed on this RFQ and further delays could subject the County to increased equipment costs.
4. Beginning January 1st, 2025, the RFQ threshold is scheduled to increase to \$250K which would warrant this process already performed as viable after that date.

B. Health Implications

None identified

C. Alternative Options

- a. Approve the contracts and contract amendments listed in Exhibit A and delegate authority to the County Administrator to execute the contracts and amendments.
- b. Do not approve the contracts and amendments.

III. RECOMMENDATION

Lane County Public Works recommends Option #1 – Approve the contracts and amendments listed in Exhibit A and delegate authority to the County Administrator to execute the contracts and amendments.

IV. ATTACHMENTS

Board Order

Exhibit A – December 17, 2024

Exhibit B – Individual Special Procurement Form

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 24-12-17-XX

In the Matter of Approving Two Contracts and Amendments and Delegating Authority to the County Administrator to Sign and Execute the Approved Contracts and Amendments for TEC Equipment, Expense in the Amount of \$185,500.00; and EcoSort, LLC, Expense in the Amount of \$130,000

WHEREAS, Lane Manual Chapter 20 sets forth the County's policies regarding award, acceptance, and amendment of grants and contracts; and

WHEREAS, the contracts and amendments listed below have been accepted or award in accordance with the requirements of the Lane Manual, including the requirements for competitive selection; and

WHEREAS, all the projects and services covered by the contracts and amendments listed below are routine to the implementation of current County programs and services or have been previously discussed or approved by the Board; and

WHEREAS, these contracts and amendments exceed the County Administrator's authority to execute granted in Lane Manual sections 20.600.220 to 20.600.320,

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. That the contracts and amendments listed in Exhibit A – December 17, 2024, are approved and the County Administrator is delegated authority to execute the approved contracts and amendments.
2. The Findings listed in Exhibit B for the Individual Special Procurement are approved.

ADOPTED this 17th day of December, 2024.

Laurie Trieger, Chair
Lane County Board of Commissioners

Exhibit A – December 17, 2024

Original contract title	One (1), New Unused, 2025 Mac LTT 8500 Gallon Stainless Steel Tanker trailer. Per Dealer Quoted Specifications, no Deviations.
Contractor/other party	TEC Equipment, Coburg OR
New or amendment	Amendment - Request for Special Procurement Justification on prior purchase authorization.
Description	Replacement tanker for leachate hauling operations, Waste Management. Originally requested 9/17/24, asking for Justification due to selection method not meeting the financial threshold of an RFQ.
Expense or revenue	Expense, \$185,500.00
Term of agreement	Current date – Ends with successful procurement of equipment procured meeting County's specifications.
Previous board orders	24-09-17-05
Implications for policy	No implications If approved; initially purchase was estimated to not exceed \$150k therefore an RFQ process was completed. After reviewing quotes it was determined that either a formal RFP or an exemption was required to meet LM20 purchasing policy. County Procurement Manager validated Fleet's selection for best overall value to Public Works. Agrees with justification due to potential negative impacts delaying process with RFP. Sufficient funds have been budgeted for this procurement by Lane County Public Works Waste Management Division.
Board goals	This trailer will provide field service capabilities to improve efficiency of tasks in all assigned Waste Management transfer operations and replace aging equipment to ensure compliance in leachate operations. The purchase will support the Board's Strategic Priorities of "Vibrant Communities: Invest in Lane County residents by fostering engaged communities with affordable housing options, equitable opportunities, economic vitality and a healthy environment" and "Robust Infrastructure: to maintain and invest in resilient

infrastructure that creates the highest return for safety, community connectivity, enjoyment of life, and local economic success.”

Health implications

None

Original contract title	Rural Commingled/Cardboard Recycling Processing
Contractor/other party	Ecosort, LLC
New or amendment	Amendment to PO# 0000236558
Description	Extend existing purchase order authority for post-collection services for commingle and cardboard recyclables from Lane County transfer sites by one-year and increase funds by one-hundred, thirty thousand dollars (\$130,000); reinstate expired contract per LM 20.600.25
Expense or revenue	Expense
Term of agreement	Eleven-month term through June 30, 2025.
Previous board orders	BO #20-02-11-07
Implications for policy	None
Board goals	Strategic Priority #2: Invest in Lane County residents by fostering engaged communities with affordable housing options, equitable opportunities, economic vitality, and a healthy environment.
Health implications	None



INDIVIDUAL SPECIAL PROCUREMENT JUSTIFICATION FORM

Commodity: 8500 Gallon Stainless Steel Tanker Trailer - Waste Management Operations
Method of Award: ☐ Direct Award ☒ Competitive Award; describe RFQ has been completed
Estimated Amount: \$185,500.00
Requestor Name: John Roche **Title:** PW Superintendent - Fleet
Department: Public Works - General Services
Date of Request: 11/20/2024

EXEMPTION: Pursuant LM 20.200.130(A) the County may utilize a special procurement for a particular contract to allow procurement other than through an otherwise applicable process providing that the alternative procedure meets the following requirements:

1. Is not related to a Public Improvement Contract.
2. Is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and
 - a. is reasonably expected to result in substantial cost savings to the County or to the public; or
 - b. otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with normal competitive selection methods stated in LM 20.300.200(B).
3. Public notice of the approval of the special procurement is published and a seven-day protest period is permitted pursuant ORS 279B.400.

FINDINGS: This trailer is essential to required County operations for leachate hauling to maintain DEQ and environmental compliance at the Short Mountain Landfill. Recently, a RFQ (Request for Quote) was performed, reviewed, and submitted to the Board for approval (which was provided) September 17th, 2024. Prior to completion of the purchase order, the County's Procurement Manager recognized the contracted price for the selected trailer exceeded the cost threshold for an RFQ. Potential options were discussed per the County's intent to award and purchase the selected trailer as follows: review any potential cooperative contracts (of which there are none), submit and request this justification to the Board, or follow the RFQ with a formal RFP process. After further review of an RFP process the Public Works Superintendent - Fleet, and the County Procurement Manager determined, 1. The overall detail, transparency, and multiple quote reviews along with the County's specifications and needs detail provided ample time for competition. 2. That this trailer presents the best overall value to the County in both specifications, quality and after-sale support. 3. The majority framework of a RFP was performed on this RFQ and further

APPROVAL: In accordance with County's delegated authority and pursuant LM 20.200.130(A) this procurement is designated as an Individual Special Procurement and will be awarded in the manner stated above.

Name: Steve Mokrohisky Title: County Administrator
Signature: _____ Date: _____