



CITY OF CARSON

TO: JOSILLA TOGIOLA, PURCHASING MANAGER
VERONICA RODRIGUEZ, ROW SUPERINTENDENT
FROM: ROBERT LENNOX, ASSISTANT CITY MANAGER
CC: DAVID ROBERTS, CITY MANAGER
SUBJECT: PURCHASING WAIVER – WRITTEN CONTRACT
DATE: FEBRUARY 13, 2023

To expedite purchase of concrete mix and materials needed by the Public Works Department, Public Works is requesting the Purchasing Manager to authorize waiver of the following, as permitted in the City's purchasing ordinance referenced below:

☐ **Written Contract**

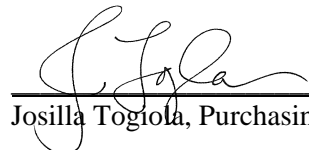
Section 2605(b)(1)(ii). If the estimated value of an individual purchase is \$25,000 or greater over a fiscal year, then a separate written contract, in a form approved by the City Attorney, shall be required in addition to the purchase order required under section 2605(a). However, the Purchasing Manager has the sole discretion to waive this requirement.

A written contract would normally be required because the proposed purchase is for an amount \$25,000 or more; here, the amount is \$30,000 for a total not-to-exceed amount of \$54,999 for fiscal year 2022/23.

This purchase will be made directly from Robertson's Ready Mix LTD, a leading provider in concrete and aggregate products. The concrete materials provided by Robertson's require expedient delivery to preserve the workability of the product, and Robertson's is the only company that is sufficiently close in proximity to Carson that will allow City to properly maintain its sidewalks before the concrete hardens.

This memorandum has been reviewed and approved by the City Attorney's Office.

Request Approved:



Josilla Togiola, Purchasing Manager

February 14, 2023