

# MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

*Fiscal Year 2014-2015*

## ***Sole Source Procurement Justification for Projects under \$25,000\****



- A. Supplier Information/Name of Company and Prime Contact at the Supplier and at MWDOC: PDC Interiors/Carmella Bryan  
MWDOC/Cathy Harris
- B. Contract awards to Supplier over prior 36-months:None
- C. Product(s) or Service(s) to be provided and Deliverables: Evaluation of existing MWDOC office space and reconfiguration of office spaces; assistance with design and construction specs for MWDOC lobby area and 4 restrooms; develop color palette for office.
- D. Justification Definition\*\* PDC is currently working with OCWD and MWDOC on the joint remodel work; improved efficiencies and cost effective to use the same designer for MWDOC side of the remodel work.
- E. Narrative Explanation: MWDOC has occupied the current offices for 23 years, some areas have been remodeled and others have not been touched since the building was constructed. The building is in need of some updating. The 2015/16 budget includes an update of the MWDOC lobby area and remodel of 4 MWDOC restrooms. In an effort to maximize office space, the designer will also be evaluating the offices and identifying areas that can be utilized more efficiently.
- F. Budget Line Item Reference: 19-2000-8811
- G. Core or Choice designation: Core
- H. Signature/Approvals:

Cathleen Harris

Requestor

Date

6-4-15

General Manager

Date

\* Projects over \$25,000 must go to a Committee of the Board.

\*\* Possible justifications include but are not limited to: Only qualified bidder; Proprietary item; Urgent necessity; Bid process did not produce competitors; Governmental agency, association or Utility; Prior phase of professional services contract completed successfully by same Consultant; and Special technical expertise by Consultant for tasks desired.