



**DATE:** November 16, 2016  
**TO:** Waste Management Authority Board  
**FROM:** Wendy Sommer, Executive Director  
**BY:** Pat Cabrera, Administrative Services Director  
**SUBJECT:** Contract/Vendor Authorization

**SUMMARY**

At its November 16, 2016 meeting, staff will recommend that the Waste Management Authority Board approve new or augmented contracts and/or vendor purchases.

**DISCUSSION**

All expenditures listed below are already approved by the Board as part of the FY 16/17 Budget. However, since the Executive Director only has authority to approve contracts, purchase orders or other expenditures of funds to any one vendor or consultant up to \$50,000 per fiscal year, expenditures in excess of this amount require Board approval. The request for this approval is generally included during the budget and mid-year budget revision process. However, staff will not be presenting a mid-year revision this fiscal year as there is no proposed change to the total core budget at this time.

Staff is requesting that the Board review and approve the following contracts, contract augmentations and/or spending authority. Vendors/contractors that are less than \$50,000 have been included in the list below if previous expenditures to that contractor or supplier could exceed the Executive Director’s authorization threshold.

Reusable Bags

Image X \$ 10,000  
*Printing services*

Business Assistance Supporting Activities

Starline Supply Company \$ 80,000  
Waxie Sanitary Supply \$ 50,000  
*Both vendors are for indoor food scraps bins for businesses and multi-family properties*

Accounting and Budgeting (administrative overhead)

Management Partners \$ 85,000

Account Temps \$ 60,000

*Temporary financial and consulting services*

**RECOMMENDATION**

Staff recommends that the Authority Board approve the contracts, vendors and/or spending authority as listed above.