



City of San Luis

Department of Public Works

• Administration • Streets • Water • Wastewater • Solid Waste • Fleet Services • Facilities •

MEMORANDUM

To: Angelica Cifuentes – Purchasing Coordinator
Miguel Ramirez – Finance Accounting Manager

From: Jorge Perez – Assistant Director of Public Works

cc: Eulogio Vera – Director of Public Works
Manuel Hernandez – Assistant Director of Public Works

Date: October 18, 2024

Re: YCWUA East Main Canal & Main Drain Improvements – Purchase Order (Sole Source Vendor)

Ms. Cifuentes and Mr. Ramirez,

The department of Public Works is working closely with City Administration on the development and towards construction of the Cesar Chavez Blvd. widening improvements. At this stage of the project design it has been determined that the installation of new pipe towards extending the East Main Canal and new storm drain discharge into the Main Drain are needed improvements.

As per letter received from YCWUA on October 16, 2024 and as owner of the above mentioned facilities have notified us that they are the ones that work on their facilities and in order for the improvements to take place they need an initial payment from the City to cover the materials expense. They will also provide a cost proposal for the labor and construction work related to these improvements which will be payable to YCWUA as well.

For the aforementioned reasons, YCWUA is being considered a “Sole Source Vendor” for this specific project. The department of Public Works will also be presenting this to Council for their review and approval given that the amount excess the \$45,000.00 threshold, thus it must be approved by City Council according to City purchasing procedures.

Proposal for the purchase of materials was received as well as invoice from YCWUA in the amount of \$89, 207.40.

Should you have any questions regarding this memorandum, please feel free to contact me.