

REQUEST FOR APPROVAL

To: Howard Levenson
Deputy Director, Materials Management and Local Assistance Division

From: Shirley Willd-Wagner
Branch Chief, Financial Resources Branch

Request Date: January 18, 2013

Decision Subject: Approval of Scope of Work for the Used Oil Laboratory Testing Services Contract (Used Oil Fund, FY 2012/2013)

Action By: January 24, 2013

Summary of Request: Staff requests approval of the Scope of Work (SOW) for the Used Oil Laboratory Testing Services Contract. Public Resources Code 48651.5 requires that CalRecycle, among other things, “Contract with a third-party consultant with a recognized expertise in life cycle assessments to coordinate a comprehensive life cycle analysis of the used lubricating and industrial oil management process, from generation through collection, transportation, and reuse alternatives.” In order to comply with this requirement, CalRecycle staff has determined that additional data describing the physical and chemical properties and constituents of the used oil being managed in California are needed. These data can only be obtained by collecting samples of used oil and having them tested by an analytical chemistry laboratory. The recommended SOW is attached for your review and approval.

CalRecycle staff has also determined that the expertise, equipment, and facilities necessary for this contract cannot be found from within California State agencies. Therefore this contract must be competitively bid.

Recommendation: Staff recommends that you approve the scope of work for this contract. Staff further recommends that you approve this contract for competitive bid under the Small Business/Disabled Veteran Business Enterprise (DVBE) option using the SOW and required qualifications attached.

Fund Source	Amount Available	Amount to Fund Item	Amount Remaining	Line Item
Used Oil Fund (FY 2012/13)	\$1,802,744	\$49,999	\$1,752,745	Life Cycle Analysis Study
Total		\$49,999		

Deputy Director Action:

On the basis of the information and analysis in this Request for Approval and the findings set out above, I hereby approve the Scope of Work for the Used Oil Laboratory Testing Services Contract and direct staff to proceed with the competitive bid process under the Small Business/DVBE.

Dated: 1/18/13
Howard Levenson

Howard Levenson
Deputy Director, Materials Management and Local Assistance Division

Attachments:

Scope of Work

Statement of Qualifications
