



COUNTY OF SONOMA  
PUBLIC INFRASTRUCTURE PURCHASING DIVISION  
**SINGLE OR SOLE SOURCE WAIVER REQUEST**



**Directions:** Use this form to justify a single or sole source transaction (see selection criteria below). Departments are encouraged to consult with the Purchasing Division prior to submitting this request to Purchasing. The single or sole source request should be approved before the department makes a commitment to the vendor, and before funds are encumbered. If the request is denied, the department will be advised by the Purchasing Division as to next steps (e.g., conduct a competitive process to select the supplier/contractor).

Choose one below:

Sole Source – Services or Goods are available from only one supplier (e.g., proprietary software, licensed or patented good or service).

Single Source – More than one source exists (selecting one supplier out of all that are available). The County selects a particular provider over others for reasons such as (1) safety, (2) training or standardization, (3) logistical requirements (e.g. local presence needed) (4) only one prospective supplier is willing to enter into an agreement with the County (5) item has design and/or performance features that are essential to the department and no other source satisfies the County's requirements.

Department: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Supplier Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Term Requested: \_\_\_\_\_ Requisition Number: \_\_\_\_\_

Describe the product or service:      See Attachment

Describe the basis for your sourcing recommendation. Include what due diligence you have performed in selecting the supplier. Explain why this is the only product or service that will meet the County's needs. Why is this supplier or contractor the one that can provide the services or products? What steps were taken to verify that the goods or services are not available from another source? Explain what efforts were made to obtain the best possible cost (e.g., current benchmark data from industry, other agencies)

Department Head or Designee Signature: David Royall

Date: \_\_\_\_\_

**FOR PURCHASING ONLY**  
Reason for Determination:

Single/Sole Source Approved:

Single/Sole Source Denied:

Purchasing Agent: \_\_\_\_\_

Date: \_\_\_\_\_

## **Single or Sole Source Waiver Request Attachment**

Describe the product or service:

The Sonoma Valley County Sanitation District (SVCSD) Wastewater Treatment Plant (Treatment Plant) produces approximately 2,500 to 3,000 wet tons of biosolids annually as a byproduct of the wastewater treatment process. The biosolids generated by SVCSD are Class B solids derived from an activated sludge process, with a percentage solids content ranging between 15% and 23%. These biosolids must be managed in full compliance with all applicable federal, state, and local environmental regulations. Under Blanket Purchase Order (BPO) #QB230009 and a prior short-term services agreement, SVCSD has utilized the services of Lystek International Limited to transport biosolids from the Treatment Plant to the Lystek facility for further processing and beneficial reuse as a biosolids fertilizer product. SVCSD is requesting a term end date of February 28, 2031.

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Given the fluctuations in biosolids production and variations in solids concentration, it is essential to maintain a reliable and flexible outlet capable of accepting and processing biosolids under diverse operational and weather conditions. The selected vendor must ensure continuous acceptance of biosolids to prevent operational disruptions or potential regulatory noncompliance at the Treatment Plant. Lystek meets these requirements.

Lystek provides a highly reliable and flexible solution for SVCSD's biosolids management needs. The facility can accept biosolids with solids content ranging from 15% to 25%, accommodating typical operational variability at the Treatment Plant. Deliveries are routinely received at least twelve (12) hours per day, five (5) days per week (Monday through Friday), and with advance notice, Lystek can accommodate deliveries outside of standard operating hours. Notably, Lystek does not require a minimum monthly delivery volume, allowing SVCSD to adjust deliveries in response to fluctuating biosolids production. This flexibility reduces costs, minimizes storage and logistical challenges, and ensures continuous, compliant operation of the Treatment Plant. Lystek's facility is equipped to receive biosolids under both wet and dry weather conditions, preventing backup or storage issues during inclement weather. The facility is permitted to accept biosolids classified as Class B and below and further process these materials into a Class A

biosolids product that meets EPA standards for unrestricted use. This advanced treatment expands opportunities for beneficial reuse while reducing long-term environmental liability.

In addition to the benefits outlined above, the California State Legislature enacted Senate Bill 1383 (SB 1383), which requires cities and counties to reduce organic waste sent to landfills by 75% by 2025. By transporting biosolids to Lystek for beneficial reuse, SVCSD is contributing to this goal, diverting organic material from landfills, reducing greenhouse gas emissions, and helping to mitigate climate change.

Several other businesses that provide services in the area do accept Class B biosolids for beneficial use; however, there are two main reasons these alternatives were not selected over Lystek's services. The primary reason is that most businesses rely heavily on land application for the disposal of Class B biosolids, whereas Lystek further processes all accepted material to produce Class A biosolids. Class B biosolids are treated sewage sludge that contain higher levels of pathogens compared to Class A biosolids and therefore require strict handling and application protocols to protect public health. For this reason, it is important for SVCSD to support further processing into a Class A product. Additionally, Lystek's Facility is located just 26 miles from the Treatment Plant, offering a significant advantage in proximity. This short transport distance reduces both hauling costs and the carbon footprint associated with biosolids transportation. In contrast, most alternative land application sites are two to three times farther away, and some as much as five times the distance from the Treatment Plant.