

Purchasing Ordinance Updates Summary

Threshold Changes:

Threshold Type	Current Threshold	Proposed Changes
Solicitations		
Public Works	\$35,000	No change
Good and Services		
Small Procurements (1 quote)	\$10,000	\$25,000
Informal (3 quotes)	\$50,000	\$100,000
Formal	>\$50,000	>\$100,000
Emergencies	\$100,000	\$150,000
Master Contracts		
Repair and Maintenance - per task order	\$300,000	\$500,000
Professional Services - per task order	\$100,000	\$500,000
Professional Design - per task order	\$300,000	\$500,000
Professional Design - annual NTE	\$600,000	\$1,000,000
Professional Design - 1 proposal	\$25,000	\$100,000
Approvals		
GM Approval	\$100,000	\$150,000
Committee	\$200,000	\$250,000
Board	>\$200,000	>\$250,000

Definition Changes:

- Sanitation District --> OC San
- Professional Design Services --> Professional Design and Related Services
- Director of Finance and Administration --> Director of Finance
- Purchasing Manager means the **manager responsible for** OC San's Contracts, Purchasing and Materials Management **Manager**, or his or her designee(s). Purchasing Manager designee means an employee residing under Contracts, Purchasing and Materials Management Division whose job duties include contracting and procurement execution and administration.

Clarifications:

- 5.02.A.(1)(b) Bid Opening. The Purchasing Manager shall open the bids publicly in the presence of one or more witnesses at the time and place designated in the Notice Inviting Bids, **either in person or via a virtual platform**. **Posting of results on a ~~A~~-web-based system** may be used in lieu of in person bid opening. The Purchasing Manager shall record the amount of each bid together with the name of each bidder. This record, and each bid, shall be considered public records and shall be available to the public at the point in time specified in the Notice Inviting Bids and consistent with the Public Records Act.