

Purchasing Ordinance Updates

Presented by:

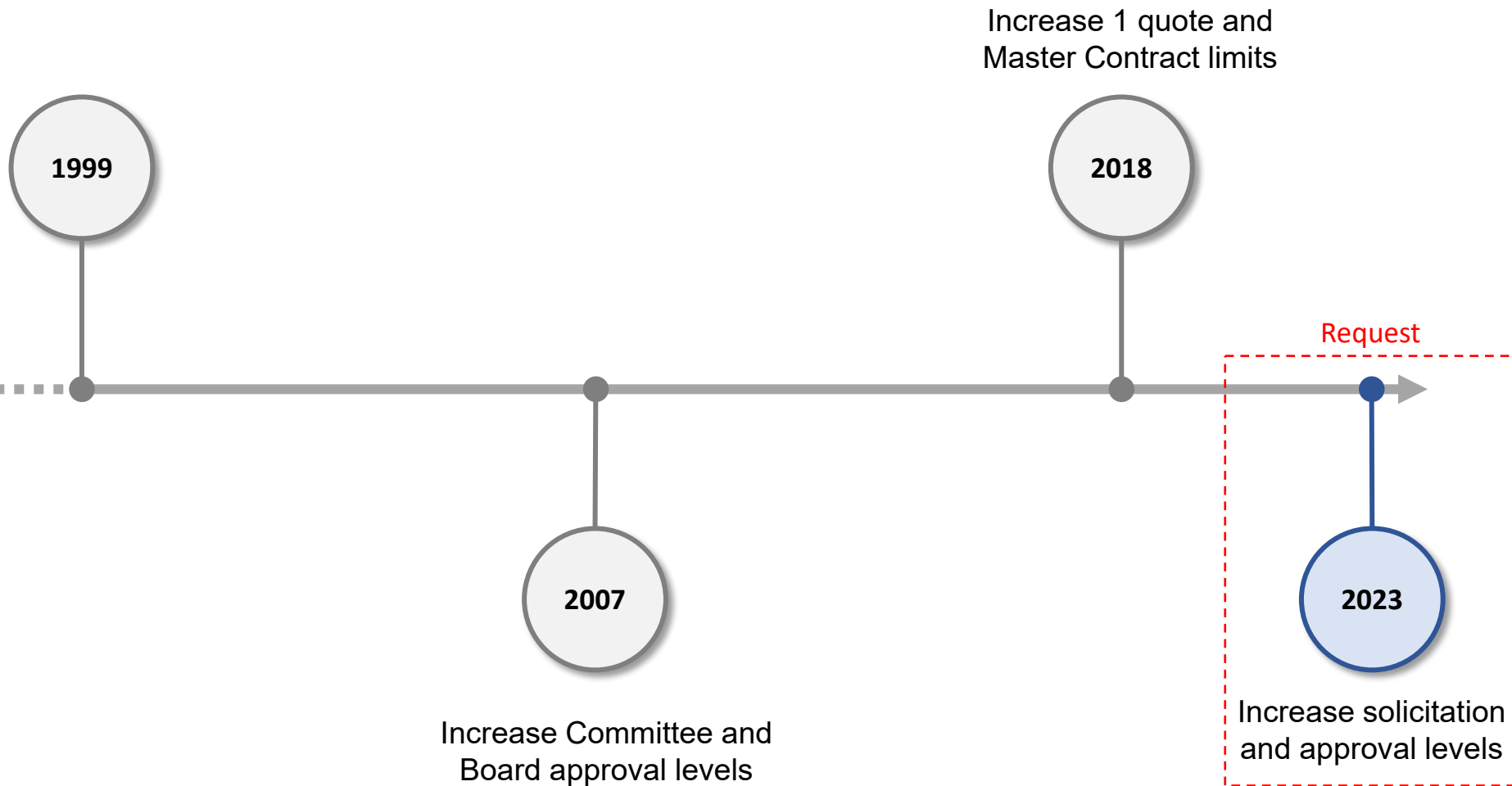
Ruth Zintzun

*Purchasing and
Contracts Manager*

*Administration
Committee
Meeting*

May 10, 2023

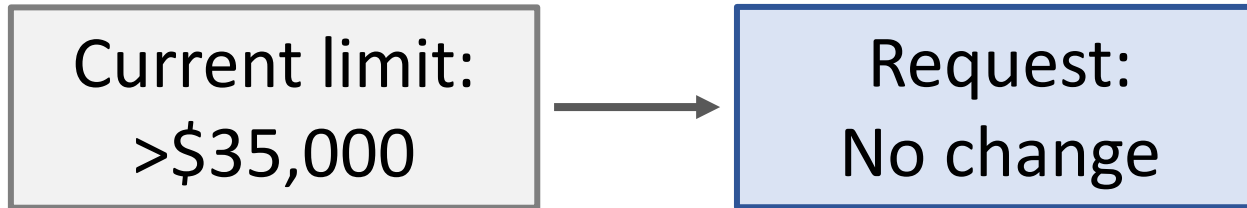
History



Current Solicitation Thresholds

Solicitation Type	Current Threshold	Current Limit Established
Public Works	\$35,000	25+ years
Good and Services		
Small Procurements (1 quote)	\$10,000	2018
Informal (3 quotes)	\$50,000	25+ years
Formal	>\$50,000	25+ years
Emergencies	\$100,000	25+ years
Master Contracts		
Repair and Maintenance - per task order	\$300,000	2018
Professional Services - per task order	\$100,000	2015
Professional Design - per task order	\$300,000	2018
Professional Design - annual NTE	\$600,000	2018
Professional Design - 1 proposal	\$25,000	2018

Public Works



Governed by Public Contract Code, not at OC San's discretion

Public Contract Code §20783

“*When the expenditure required for the work exceeds thirty-five thousand dollars (\$35,000), it shall be contracted for and let to the lowest responsible bidder after notice.*

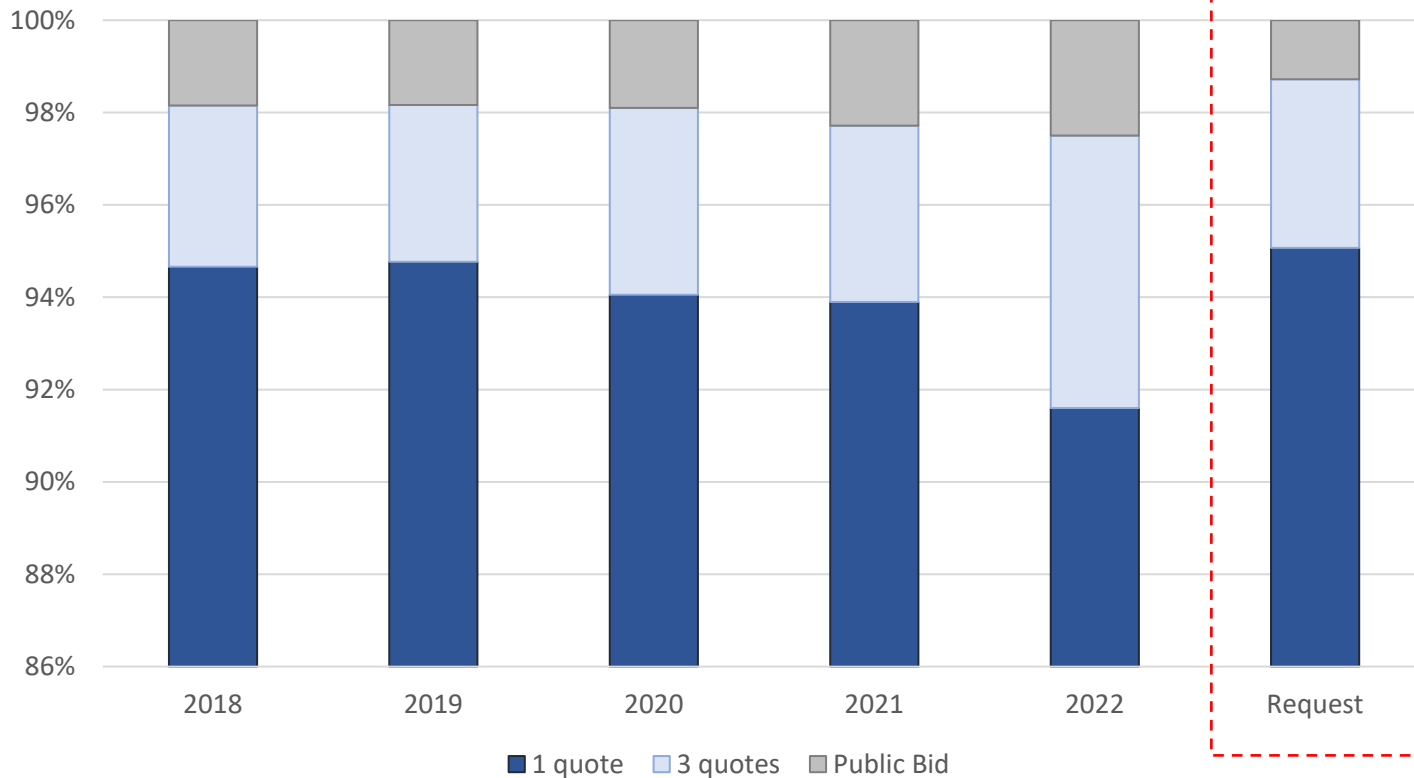
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Goods and Services

Current limit:
1 quote <\$10,000
3 quotes <\$50,000



Request:
1 quote <\$25,000
3 quotes <\$100,000

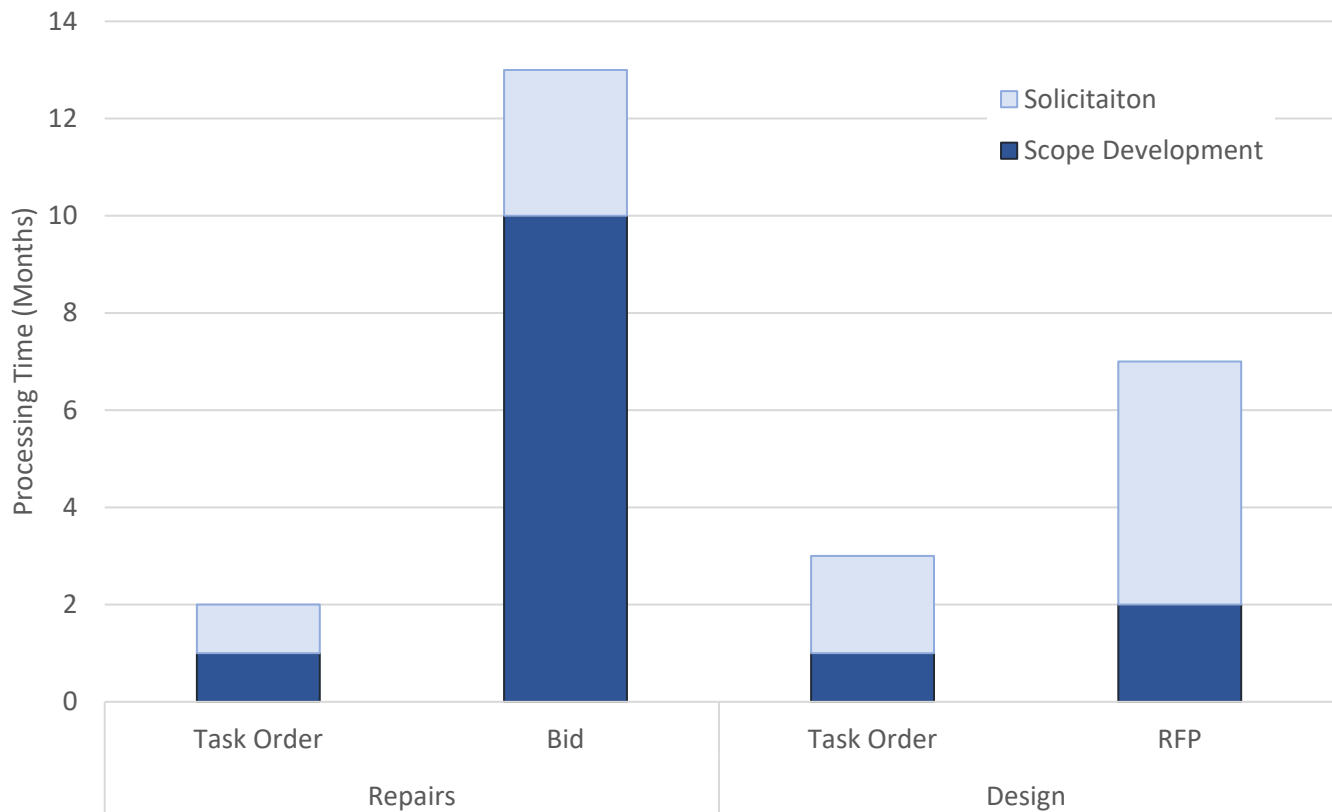


Master Contracts – Task Orders

Current limit:
<\$300,000



Request:
<\$500,000



Current Approval Limits

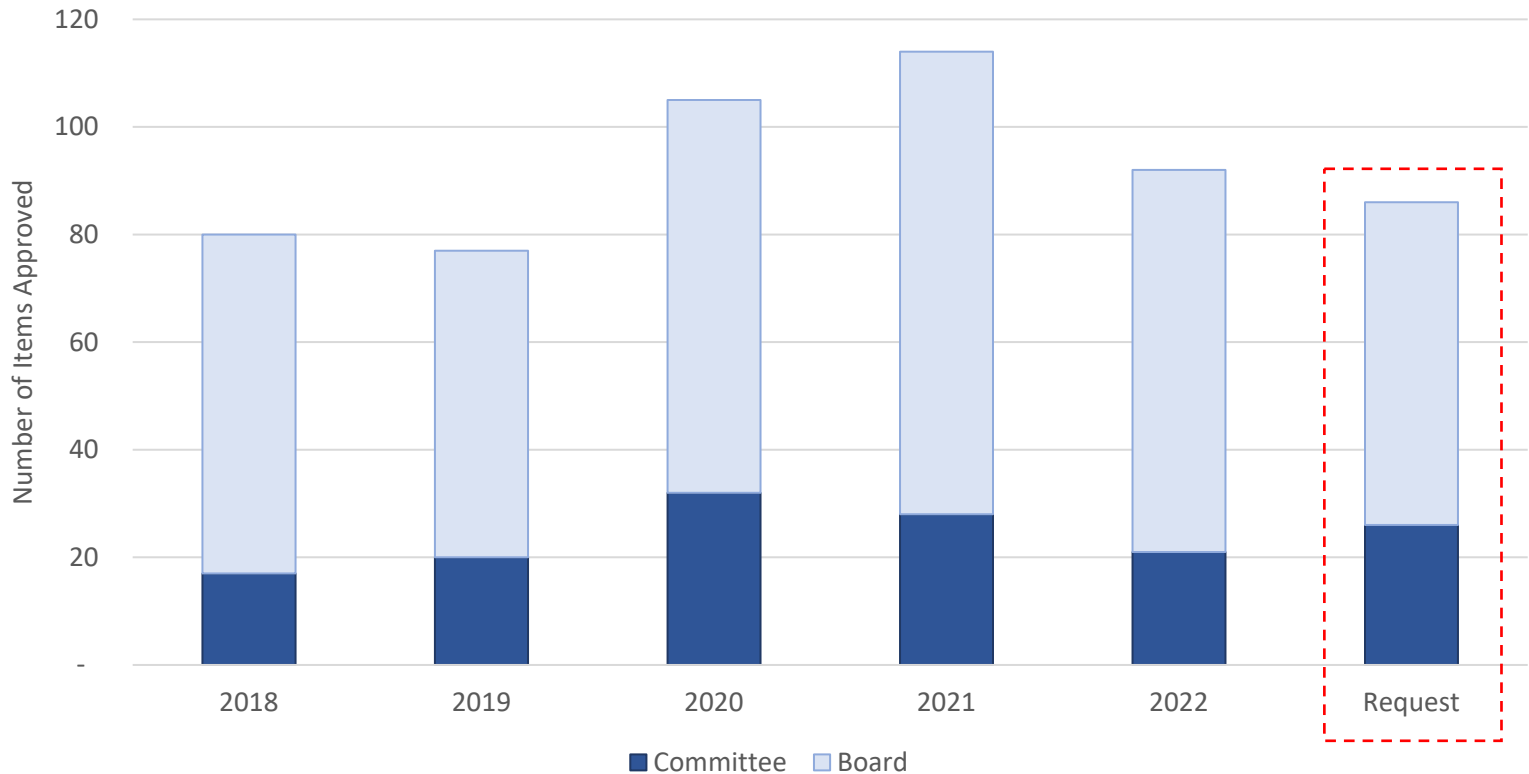
Approval Level	Current Threshold	Current Limit Established
GM Approval	\$100,000	25+ years
Committee	\$200,000	2007
Board	>\$200,000	2007

Approval Levels

Current limit:
General Manager <\$100,000
Committee <\$200,000



Request:
General Manager <\$150,000
Committee <\$250,000



Summary of Requests

Threshold Type	Current Threshold	Staff Request
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

Timeline

May

Informational
Committee
Presentations

June

Administration
Committee
Recommendation
and First Reading

July

Second Reading
and Board
Adoption

August

Effective 30
Days After
Adoption

Questions

