

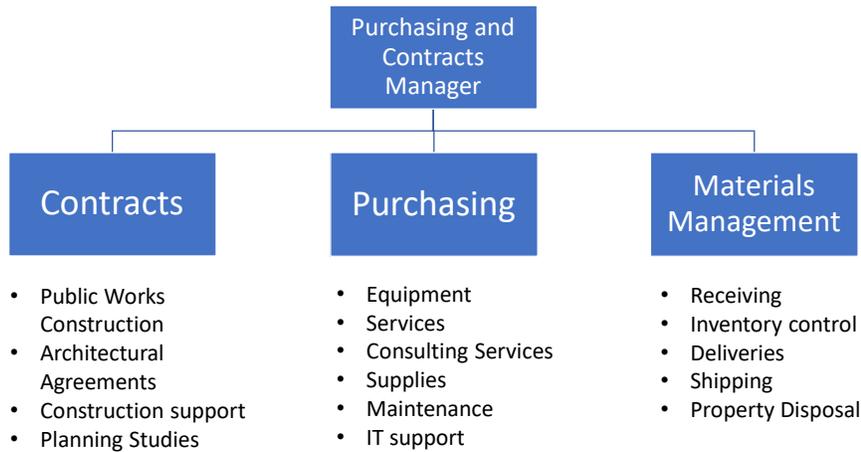
# Purchasing, Contracts, and Materials Management Department Overview

Presented By:  
Kevin Work, Purchasing and Contracts Manager



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## The Team



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# Materials Management



- 6,974 inventory items
- \$12M+ of inventory

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# Contracts



- Public Works Construction** | 12 construction contracts awarded last year.
- Professional Services** | 33 Professional Agreements awarded last year.
- Contract Administration** | 44 total contracts representing almost \$1B in active administration.
- Template Updates** | Continually updated to reflect evolving practices and updated regulations.

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## Purchasing

53

Annual solicitations

\$152M

Annual PO value

5K+

POs issued annually



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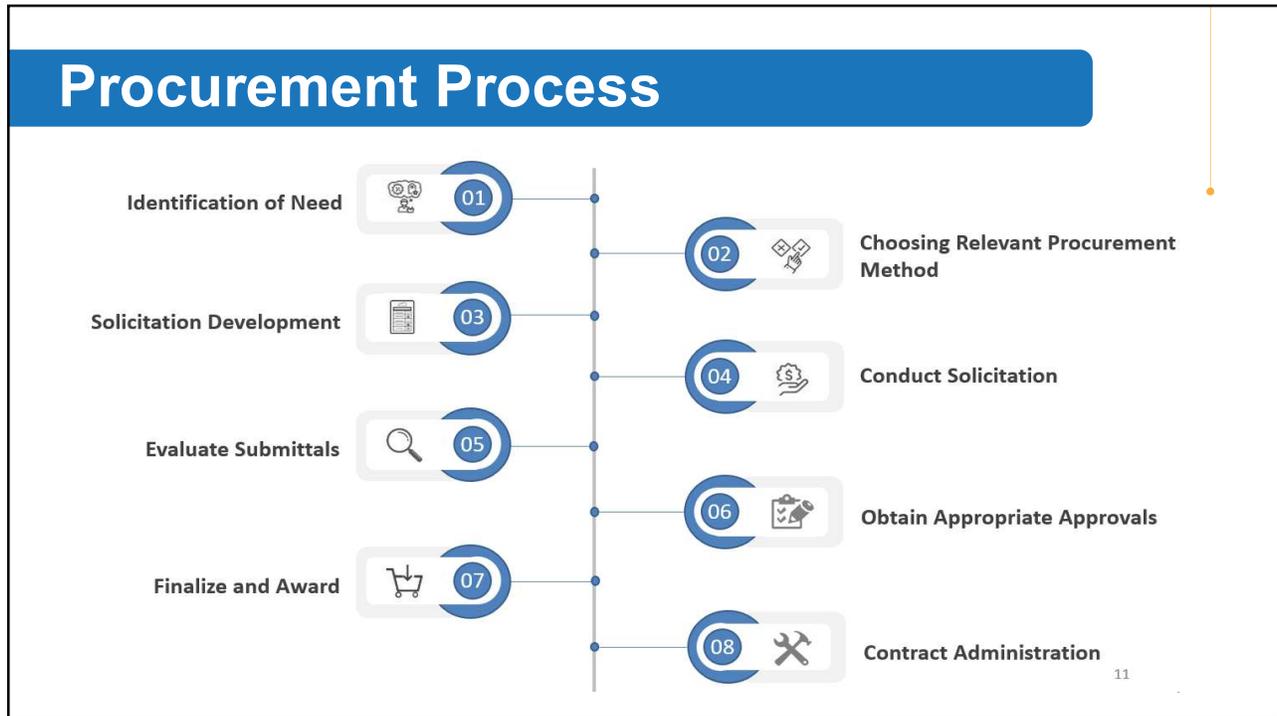
## Rules and Regulations

- State Law
- Public Contract Code
- Mini-Brooks Act
- CA Government Code
- Federal and State Grant Requirements
- OC San Policies
- Ordinance No. OC SAN-61

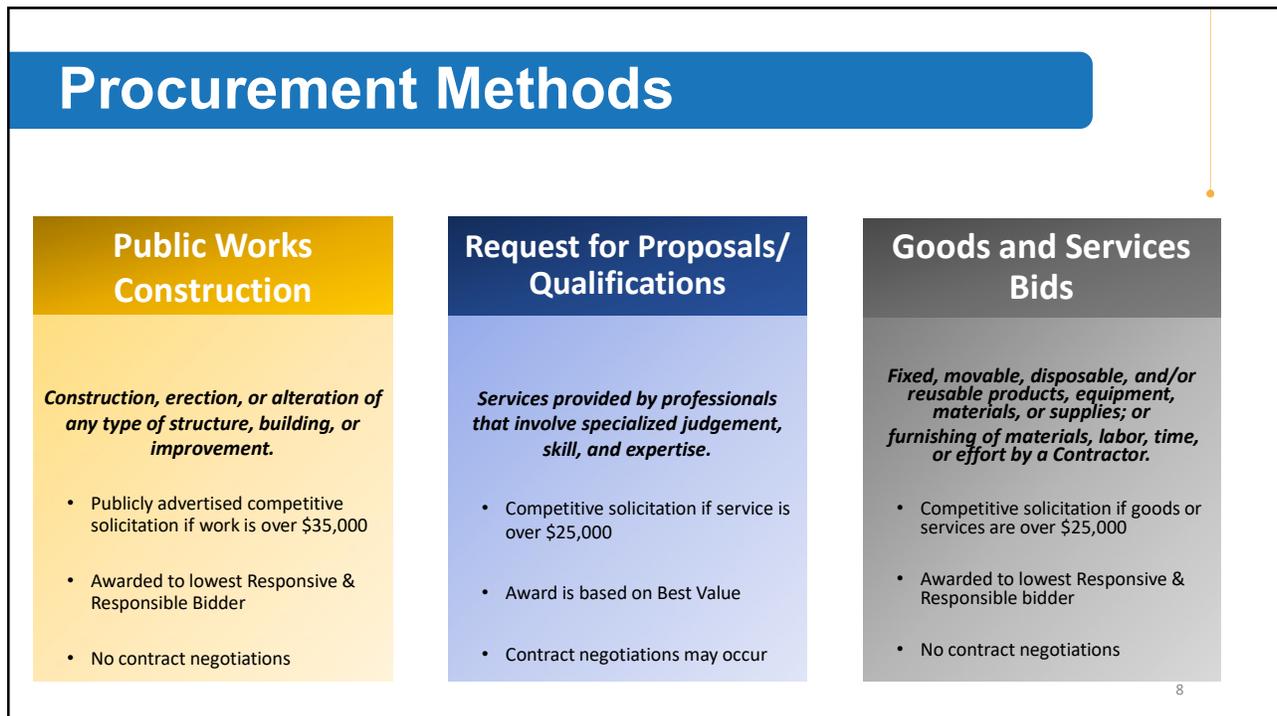


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## Master Contracts

- Request for Qualifications
  - Experience
  - Capacity
  - Specialized expertise
- Current Master Contracts

Type	Maximum Duration	Current Number of Contracts	Individual Task Order Limit
Maintenance and Repairs	3 years	15	\$500,000
Planning	5 years	6	\$500,000
Professional Design	5 years	15	\$500,000

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## Exemptions

### Emergency

*Purchases that are required to prevent immediate interruption or cessation of necessary services or to safeguard life, property, or the public health and welfare*

### Sole Source

*Goods and/or services are:*

- 1) *Of a unique nature based on the quality, durability, availability, fitness or qualifications for a particular use; or*
- 2) *Only available from one source*

- General Manager or designee determines the urgent need or sole source
- Awarded through negotiated procurement
- Board Chairman concurrence if emergency over \$150,000
  - Board ratified at next regular meeting

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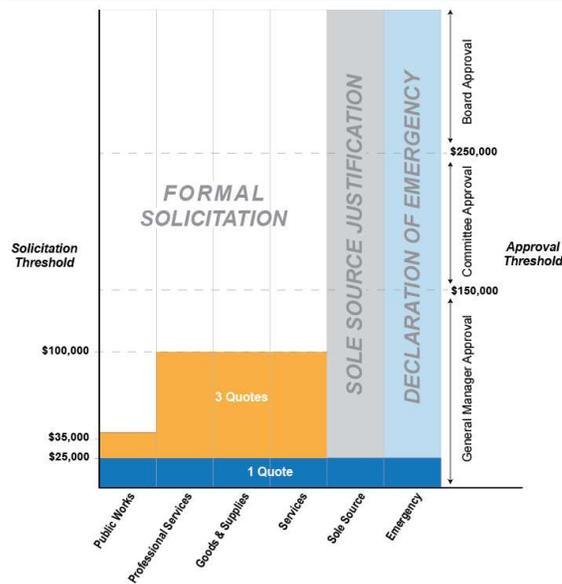
# Approval Thresholds

- Ordinance No. OC SAN-61
  - Sufficient Budget Available and Authorized
  - General Manager up to \$150K
  - Standing Committees up to \$250K
  - Board Approval if over \$250K



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# Threshold Matrix



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# Recommendation

Information item.

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