



Presented By:

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Purchasing and
Contracts Manager

Administration
Committee

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Purchasing, Contracts, and Materials Management

Department Overview



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Mission Statement

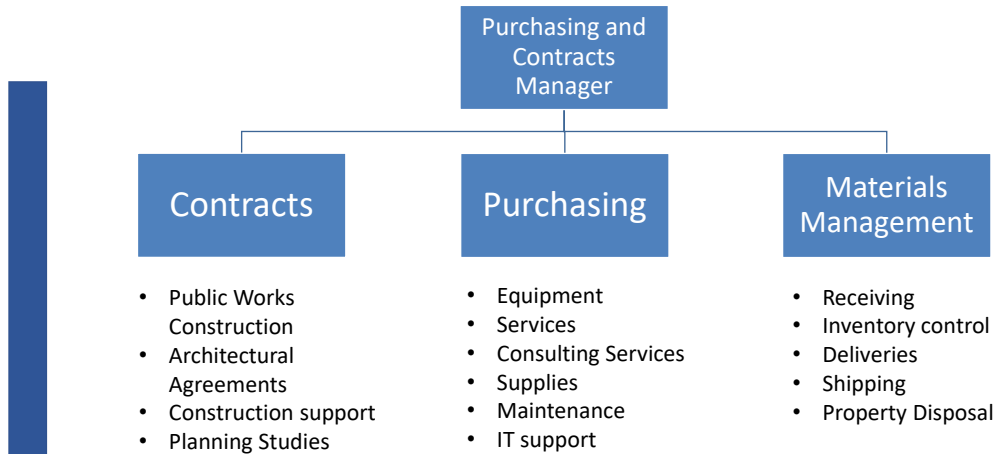
“Provide goods, services, and information with the commitment to achieving the highest ethical, economic, and progressive standards possible.”



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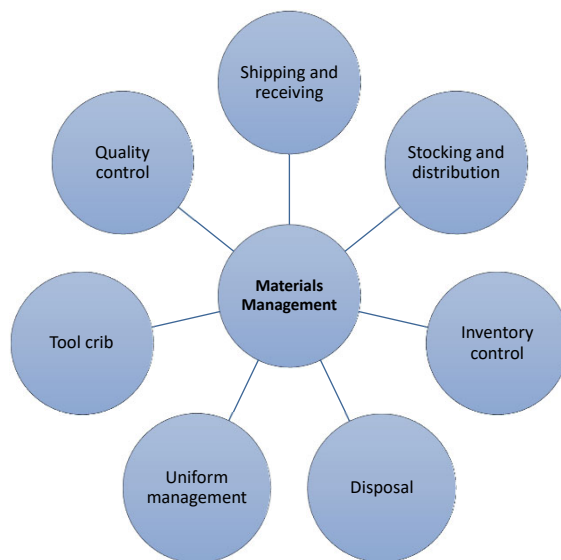
Team



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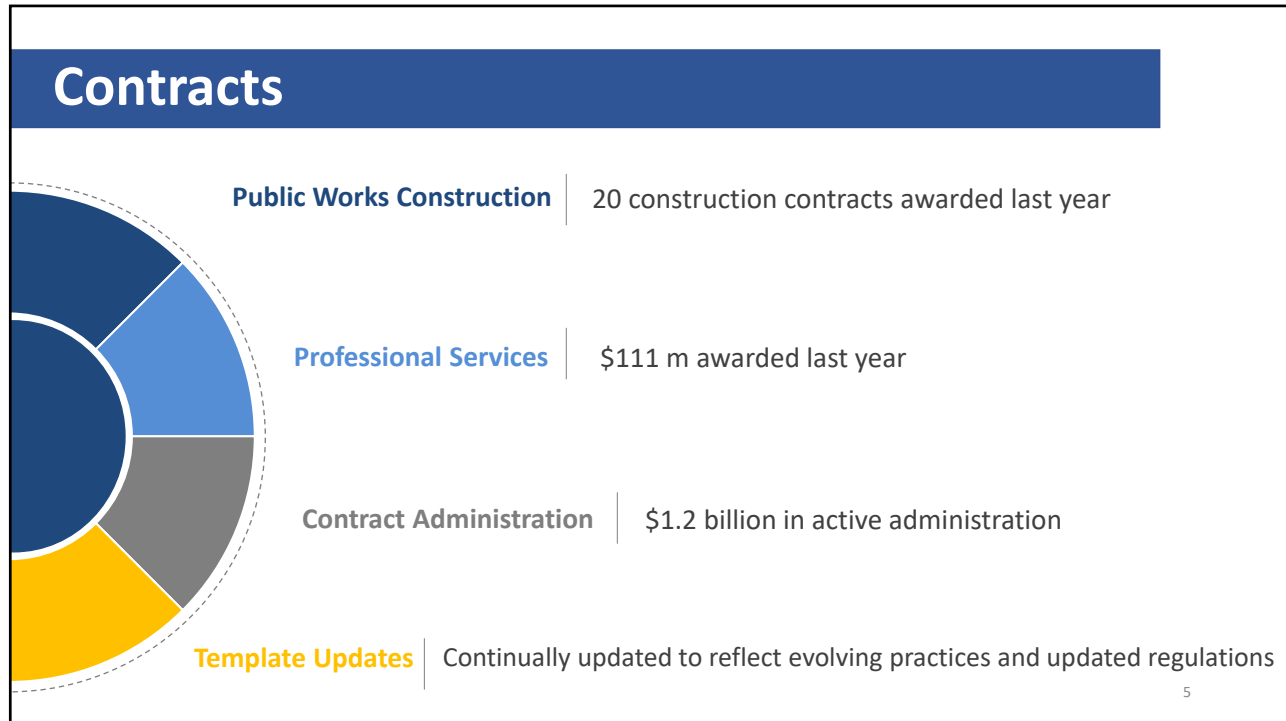
Materials Management



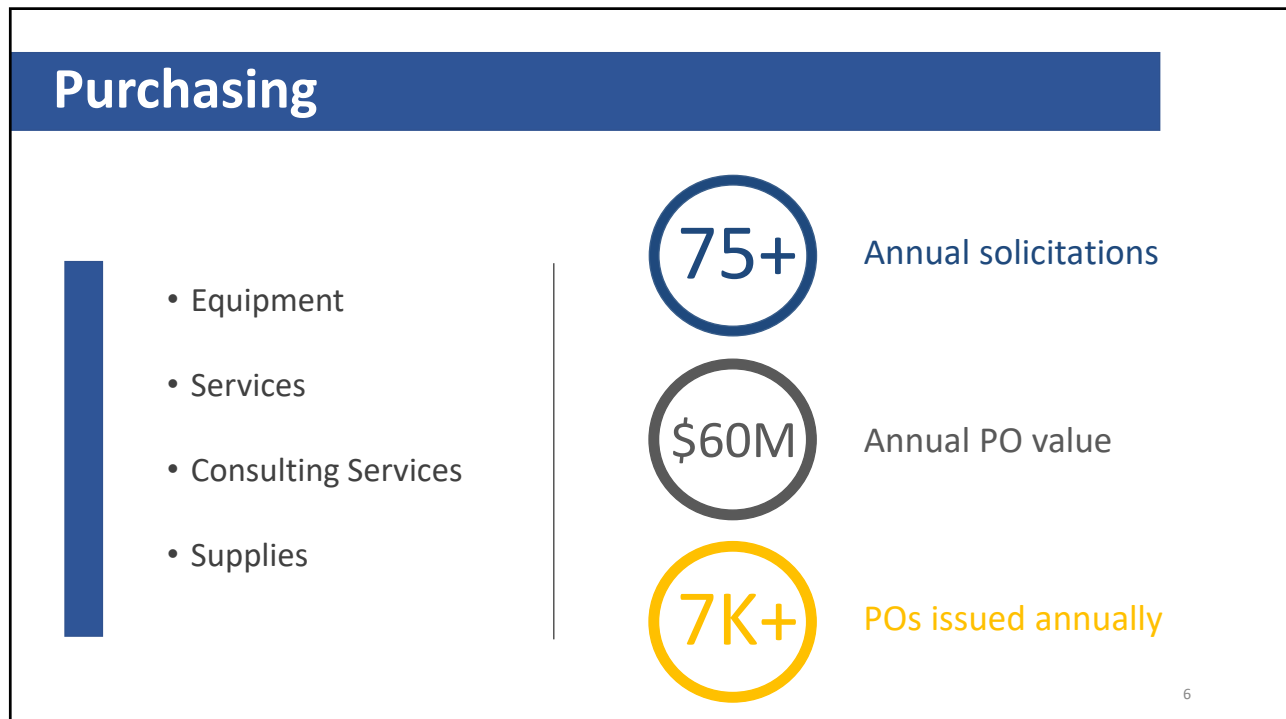
- 6,500 inventory items
- \$8.2 m of inventory

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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-56

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Purchasing Approval Thresholds

- Ordinance No. OC SAN-56
 - Sufficient Budget Available and Authorized
 - General Manager up to \$100K
 - Standing Committees up to \$200K
 - Board Approval if over \$200K

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Procurement Methods

Public Works Construction

Construction, erection, or alteration of any type of structure, building, or improvement.

- Publicly advertised competitive solicitation if work is over \$35,000
- Awarded to lowest Responsive & Responsible Bidder
- No contract negotiations

Request for Proposals/Qualifications

Services provided by professionals that involve specialized judgement, skill, and expertise.

- Competitive solicitation if service is over \$10,000
- Award is based on Best Value
- Contract negotiations may occur

Goods and Services Bids

Fixed, movable, disposable, and/or reusable products, equipment, materials, or supplies; or furnishing of materials, labor, time, or effort by a Contractor.

- Competitive solicitation if goods or services are over \$10,000
- Awarded to lowest Responsive & Responsible bidder
- No contract negotiations

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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

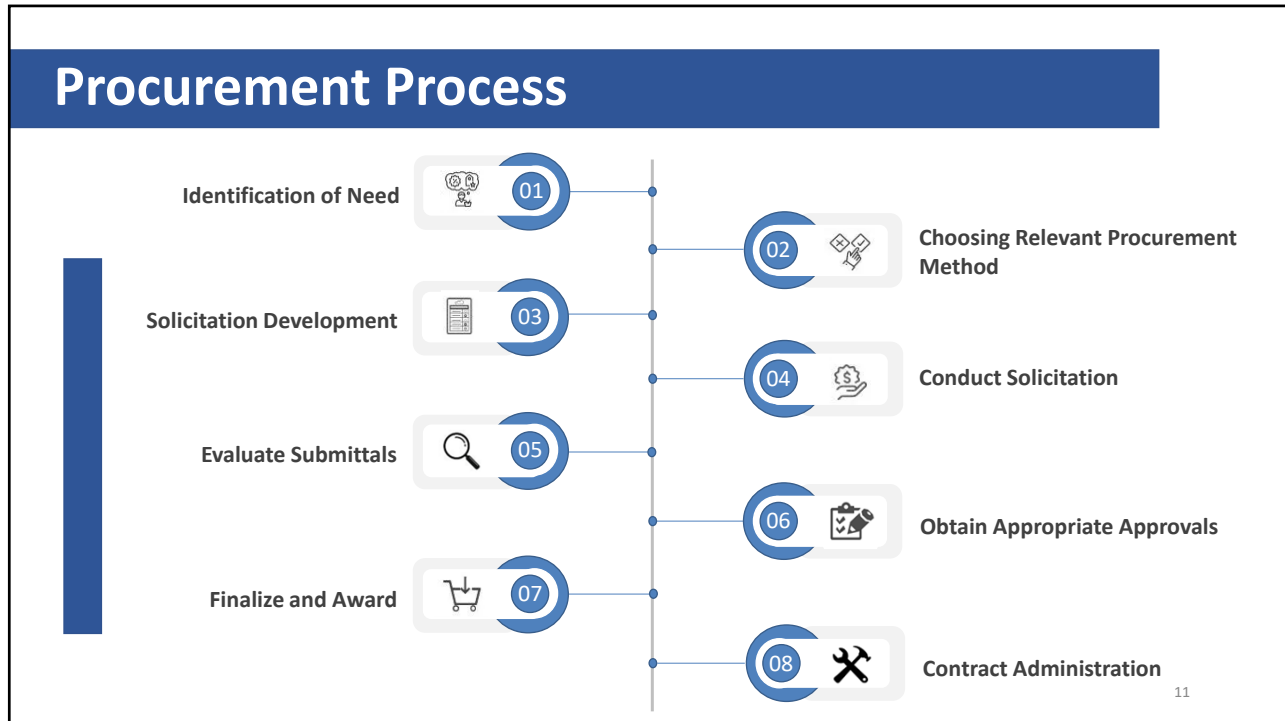
Goods and/or services are:

- 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*

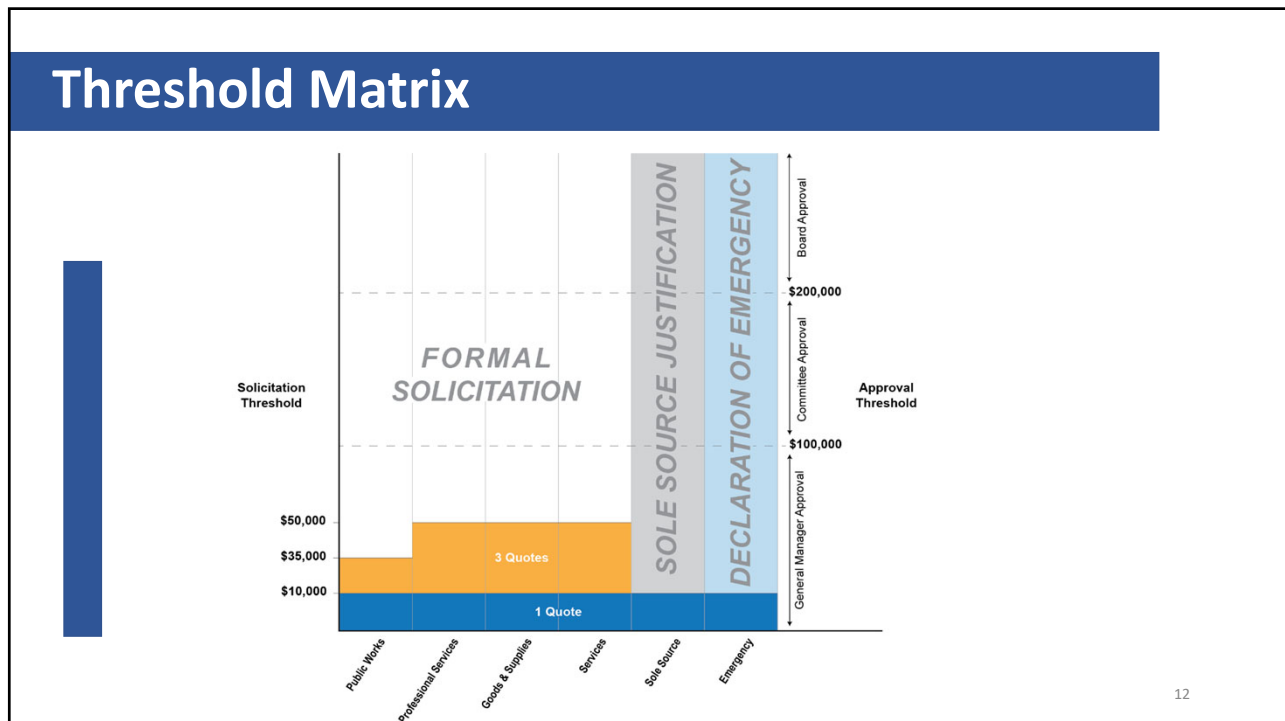
- General Manager or designee determines the urgent need or sole source
- Awarded through negotiated procurement
- Board Chairman concurrence if emergency over \$100,000
 - Board ratified at next regular meeting

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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	7	\$300,000
Planning	5 years	6	\$100,000
Professional Design	5 years	17	\$300,000

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Developments

Remote Warehousing



- Inventory vending machines
- Delivery lockers
- Transfer of inventory

Vendor Outreach





- 5 virtual presentations
- 362 new registered vendors
- Multi-agency outreach event

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Questions



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