

Purchasing, Contracts, and Materials Management Department Overview

Presented By:
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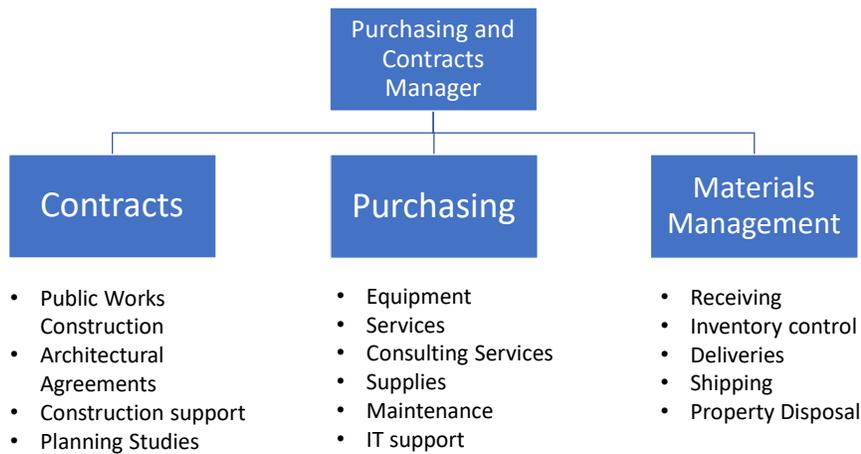


Administration Committee
March 11, 2026



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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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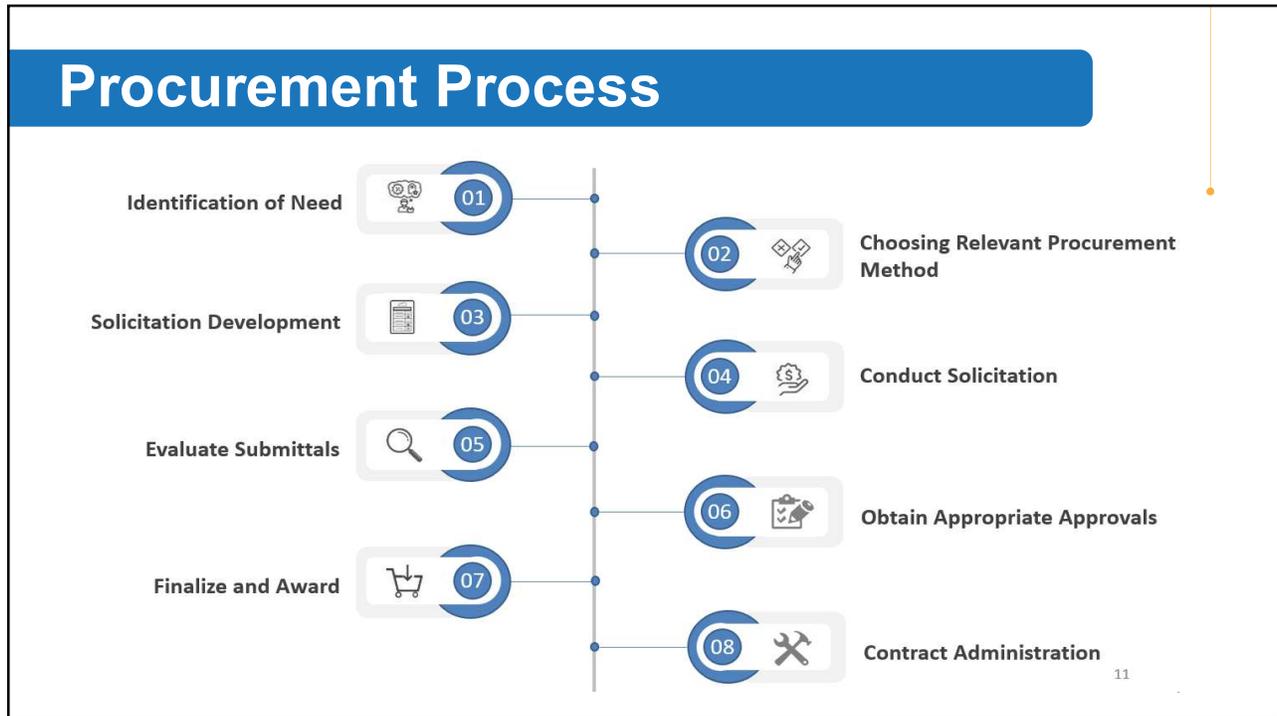
Rules and Regulations

- 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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Procurement Methods

Public Works Construction	Request for Proposals/ Qualifications	Goods and Services Bids
<p>Construction, erection, or alteration of any type of structure, building, or improvement.</p> <ul style="list-style-type: none"> Publicly advertised competitive solicitation if work is over \$35,000 Awarded to lowest Responsive & Responsible Bidder No contract negotiations 	<p>Services provided by professionals that involve specialized judgement, skill, and expertise.</p> <ul style="list-style-type: none"> Competitive solicitation if service is over \$25,000 Award is based on Best Value Contract negotiations may occur 	<p>Fixed, movable, disposable, and/or reusable products, equipment, materials, or supplies; or furnishing of materials, labor, time, or effort by a Contractor.</p> <ul style="list-style-type: none"> Competitive solicitation if goods or services are over \$25,000 Awarded to lowest Responsive & Responsible bidder No contract negotiations

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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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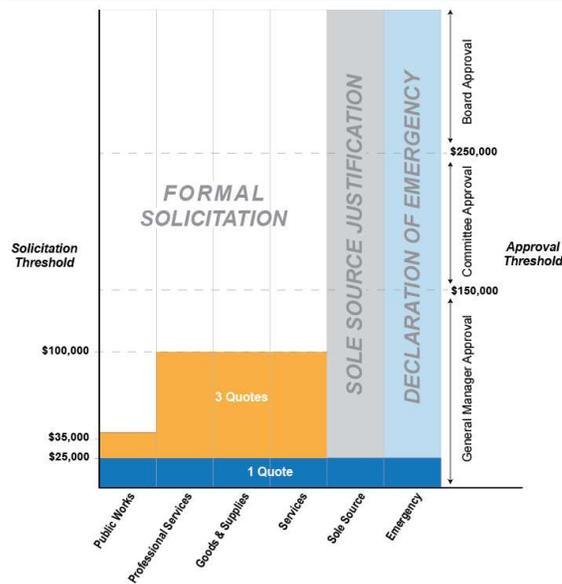
Approval Thresholds

- 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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