



Presented By:

Ruth Zintzun,
Purchasing and
Contracts Manager

Operations
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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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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Materials Management

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graph TD
    MM((Materials Management)) --- SR((Shipping and receiving))
    MM --- SD((Stocking and distribution))
    MM --- IC((Inventory control))
    MM --- D((Disposal))
    MM --- UM((Uniform management))
    MM --- TC((Tool crib))
    MM --- QC((Quality control))
            
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- 6,300 inventory items
- \$7.8 m of inventory

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Contracts

Public Works Construction	\$471 m awarded last year
Professional Services	\$74 m awarded last year
Contract Administration	\$720 m construction projects in active administration
Template Updates	Continually updated to reflect evolving practices and updated regulations

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Purchasing

- Equipment
- Services
- Consulting Services
- Supplies

- 70+ Annual solicitations
- \$50M Annual PO value
- 5K+ POs issued annually

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Procurement Process

- 01 Identification of Need
- 02 Choosing Relevant Procurement Method
- 03 Solicitation Development
- 04 Conduct Solicitation
- 05 Evaluate Submittals
- 06 Obtain Appropriate Approvals
- 07 Finalize and Award
- 08 Contract Administration

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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

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Procurement Methods

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

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Procurement Methods

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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Developments

PLANETBIDS

Electronic Bidding



Adobe Sign

PMWeb

Electronic Signatures

EBIX

Insurance Verification



Remote Warehousing



Vendor Outreach

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Questions



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