

# Purchasing, Contracts, and Materials Management Division Overview

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Purchasing and Contracts Manager



Administration Committee  
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OC SAN

ORANGE COUNTY SANITATION DISTRICT

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## Mission Statement

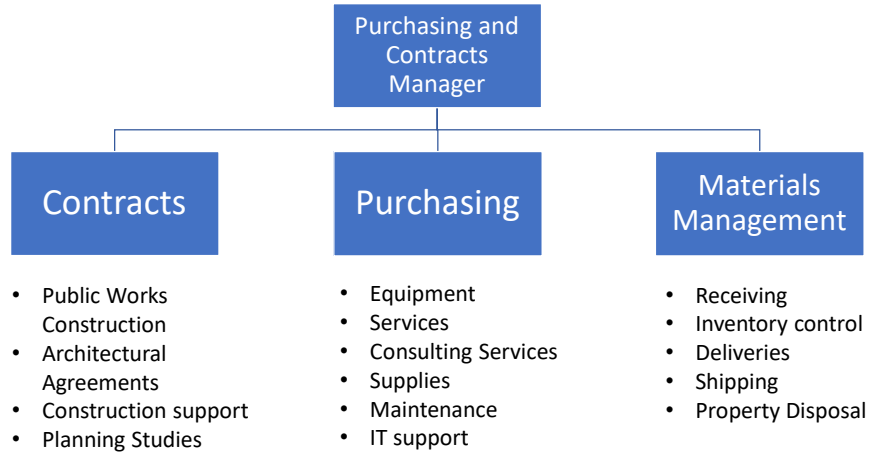
"Provide goods, services, and information with the commitment to achieving the highest ethical, economic, and progressive standards possible."



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## Team



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## Materials Management



- 6,866 inventory items
- \$10.5+M of inventory

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# Contracts



**Public Works Construction** | 14 construction contracts awarded last year

**Professional Services** | \$37M awarded last year

**Contract Administration** | \$1.4B in active administration

**Template Updates** | Continually updated to reflect evolving practices and updated regulations

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# Purchasing

42+

Annual solicitations

\$120M

Annual PO value

6K+

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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## Purchasing 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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## 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 \$25,000
- 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 \$25,000
- 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

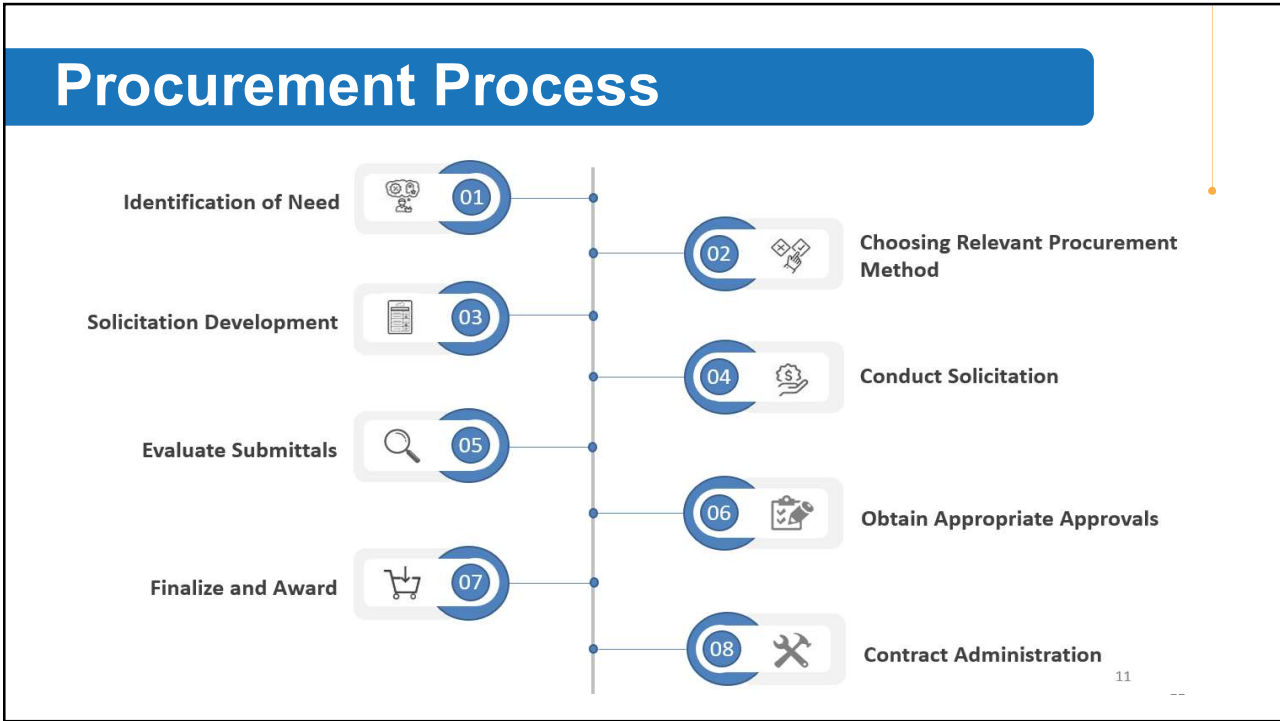
*Goods and/or services are:*

- 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*

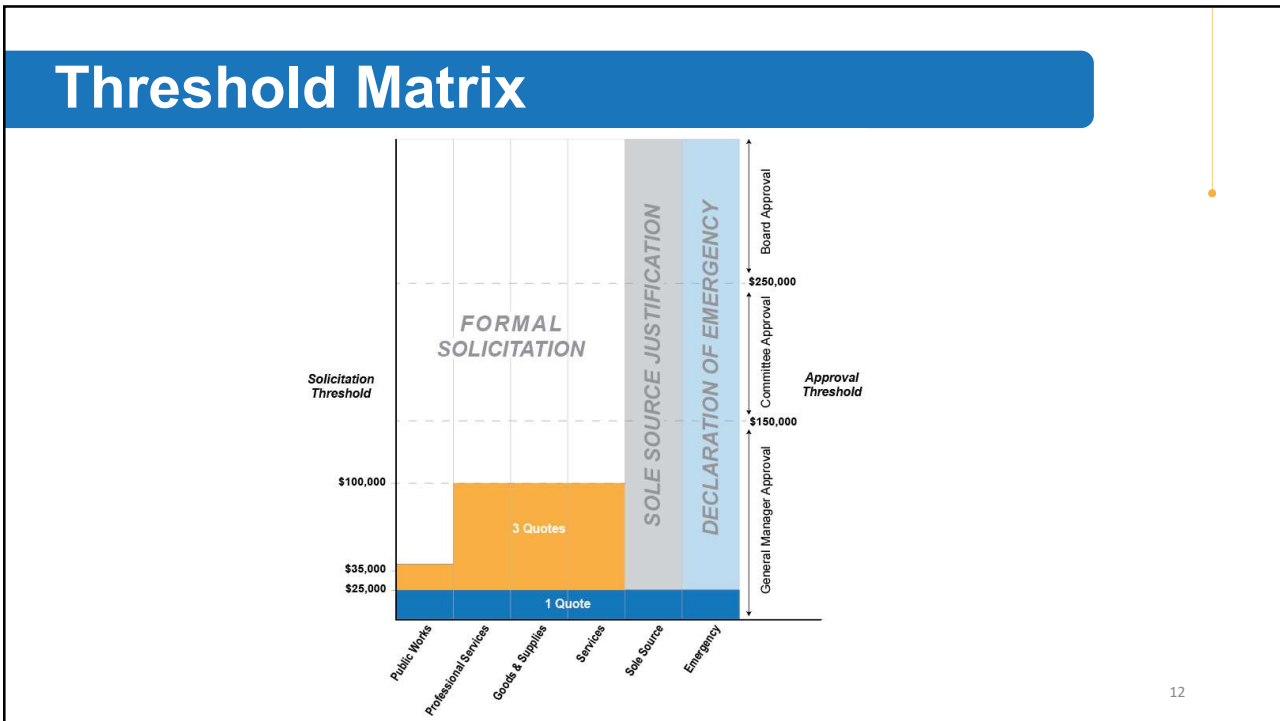
- General Manager or designee determines the urgent need or sole source
- Awarded through negotiated procurement
- Board Chairman concurrence if emergency over \$150,000
  - Board ratified at next regular meeting

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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	15	\$500,000
Planning	5 years	6	\$500,000
Professional Design	5 years	15	\$500,000

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## Developments

### Upgrade/Replacement of eProcurement platform



- Improved functionality
- More efficient process
- Increased transparency and data

### Vendor Outreach



- Created newsletter to highlight current/upcoming opportunities
- Collaborating with other entities and attending outreach events
- Revamping our outreach program

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