



ORANGE COUNTY SANITATION DISTRICT PROCUREMENT



Ruth Zintzun
Contracts, Purchasing &
Materials Management



Mission Statement

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



Achievement of *Excellence* In Procurement®

Contracts



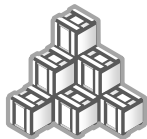
\$136 m
awarded
last year



139 active
projects



\$660 m
active projects in
administration



5,680 inventory
items

- Public Works Construction
- Design Consultants, Architects, and Other Engineering Services

Purchasing



Over 70 annual
solicitations



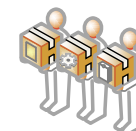
\$56 m of POs
issued last year



Over 5,000
annual POs

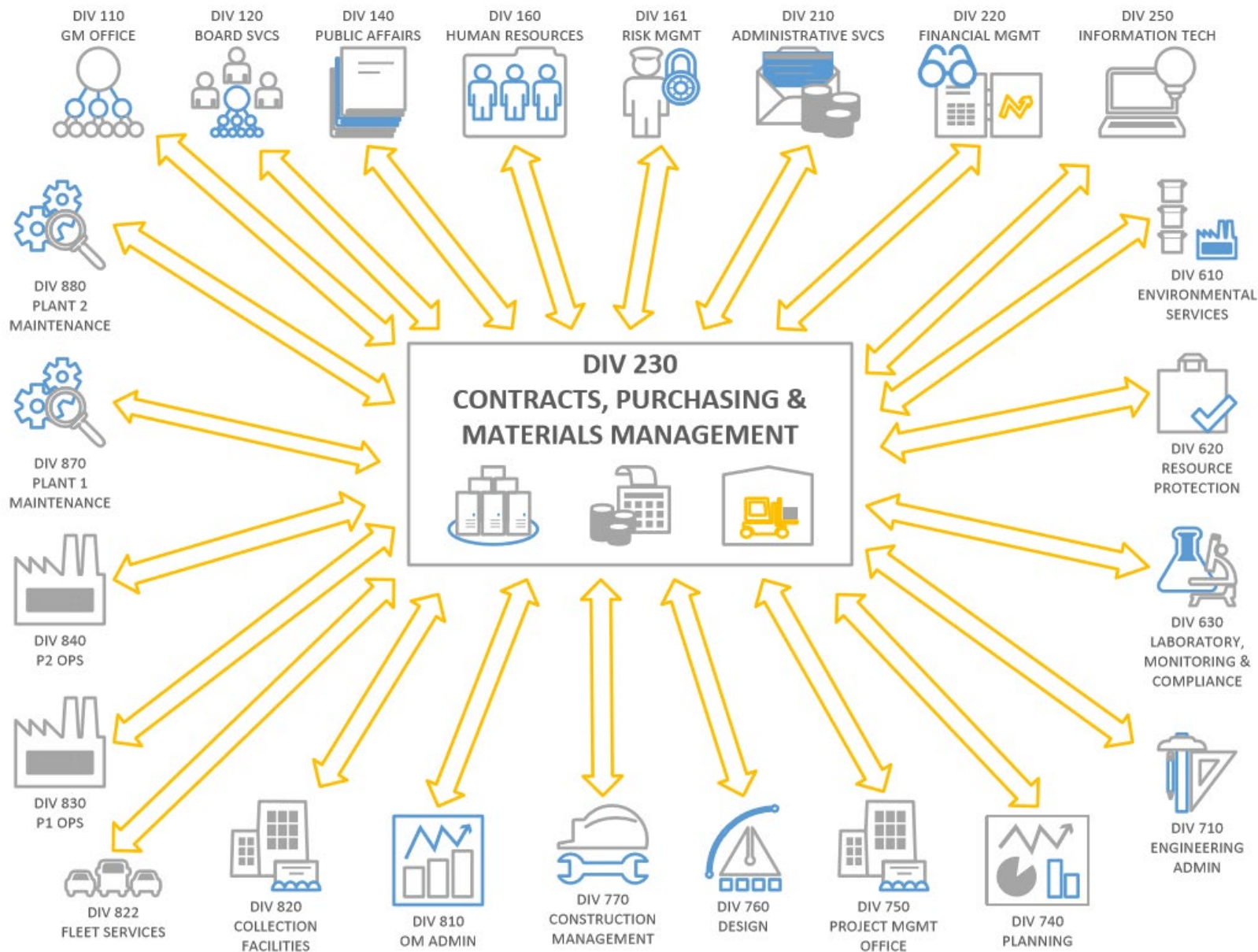
- Equipment
- Services
- Consulting Services
- Supplies

- Receive and distribute stock and non-stock items
- Manage districtwide inventory



\$5.4 m stocked
inventory

Materials Management



Rules and Regulations

- State Law
- Public Contract Code
- OCSD Ordinance 52
- OCSD Policies
- Mini-Brooks Act
- CA Government Code
- Federal and State Grant Requirements

Approval Thresholds

Per Ordinance No. OCSD-52 Article 7, the following delegations of authority to award purchases apply to the following:

- Sufficient Budget Available and Authorized
- General Manager up to \$100K
- Standing Committees up to \$200K
- Board Approval if over \$200K



Procurement Methods



Public Works Construction

“A project involving the construction, erection, or alteration of any type of structure, building, or improvement other than sewage maintenance and repair projects”

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

Request for Proposal/Qualifications

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

- Follows Government Code and OCSD Policies
- 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, commodities, equipment, materials, supplies or items used by the District. ”

“Furnishing of materials, labor, time , or effort by a Contractor.”

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

Emergency Procurements

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

- General Manager or designee determines the urgent need
- Awarded through negotiated procurement
- General Manager authority up to \$100,000
- Board Chair concurrence if over \$100,000
 - Board ratified at next regular meeting

Sole Source Procurement

“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 sole source
- General Manager authority up to \$100,000
- Board approval if over \$100,000



Questions?