



Agenda Report

File #: 2023-2905, Version: 1

FROM: Robert Thompson, General Manager
Originator: Riaz Moinuddin, Director of Operations & Maintenance

SUBJECT:

PROCUREMENT BLANKET PURCHASE ORDER WITH MCMASTER-CARR

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

- A. Approve a Blanket Purchase Order with McMaster-Carr (McMaster) for the purchase of maintenance tools and supplies for the period beginning July 1, 2023, through June 30, 2024, for a total amount not to exceed \$175,000 per year; and
- B. Approve four (4) optional one-year renewal periods in the amount of \$175,000 per year.

BACKGROUND

The Orange County Sanitation District (OC San) needs various parts and supplies that may be one-time purchases or bought infrequently. As a result, it is not suitable to keep them in OC San's warehouse.

RELEVANT STANDARDS

- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard

PROBLEM

Small tools and parts are procured through individual purchase orders, which can impede maintenance schedules and delay job completion.

PROPOSED SOLUTION

Establishing a blanket purchase order would expedite the procurement process and enable maintenance to carry out their tasks promptly.

TIMING CONCERNS

N/A

RAMIFICATIONS OF NOT TAKING ACTION

Delays in procuring necessary parts and supplies and longer completion times for work orders could be experienced without this action.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

In accordance with the authority levels of OC San's Purchasing Ordinance, the General Manager's Purchasing Procedures allows for the establishment of convenience blanket purchase orders. They allow for the quick and efficient procurement of small items and parts in support of repairs.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of OC San's Purchasing Ordinance. This item will be funded by the FY 2023-24 approved budget for Plant No. 1 and Plant No. 2 Maintenance Divisions. (Line item: Repairs and Maintenance, Section 6, Pages 92 and 96).

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

N/A