Orange County Sanitation District

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Agenda Report Details (With Text)

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On agenda:	4/22/2020			**Final action:**	4/22/2020
Title:	APPROVE THE ADDITION OF FUNDS TO EXISTING CONVENIENCE BLANKET PURCHASE ORDER - VWR				
Sponsors:	Lan Wiborg				
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Attachments:	1. Agenda Report				

Date	Ver.	Action By	Action	Result
4/22/2020	1	BOARD OF DIRECTORS		

FROM: James D. Herberg, General Manager
Originator: Lan C. Wiborg, Director of Environmental Services

SUBJECT:

APPROVE THE ADDITION OF FUNDS TO EXISTING CONVENIENCE BLANKET PURCHASE ORDER - VWR

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

Ratify the approval of additional funds of $15,000 to be added to existing convenience blanket purchase order 104316 OA with VWR for the purchase of miscellaneous laboratory supplies throughout the year for a total purchase order amount not to exceed $110,000 to cover the cost of outstanding invoices.

BACKGROUND

The Laboratory, Monitoring, and Compliance Division maintains multiple convenience blanket purchase orders to purchase miscellaneous laboratory supplies throughout the year. VWR is a national cooperative purchasing program that the Orange County Sanitation District (Sanitation District) participates in, and they are a primary vendor through which purchases are frequently made by the laboratory. Due to the frequency of purchases, a convenience blanket purchase order is necessary in order to perform laboratory daily routine duties.

RELEVANT STANDARDS

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

or standard
- Participate in local, state, and national cooperative purchasing programs
- 24/7/365 treatment plant reliability

PROBLEM

The current convenience blanket purchase order had a period of performance of 4/1/2019 through 3/31/2020. The amount allocated to the VWR convenience blanket purchase order is $95,000. This amount was not sufficient to cover existing outstanding invoices.

PROPOSED SOLUTION

Ratify the approval of additional funding of $15,000 for a total purchase order amount of $110,000 to cover the cost of outstanding invoices.

TIMING CONCERNS

Outstanding invoices will become past due, due to insufficient funding.

RAMIFICATIONS OF NOT TAKING ACTION

Outstanding invoices against the existing VWR convenience blanket purchase order will not be paid in a timely manner.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

N/A

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of the Sanitation District's Purchasing Ordinance. This item has been budgeted. (Line item: Section 6, Page 48). Project contingency funds will not be used for this convenience blanket purchase order.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OCSD website (www.ocsd.com) with the complete agenda package:

N/A

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