



QUICK REFERENCE GUIDE

**Procurement Services
800 South Victoria Avenue
Ventura, CA 93009-1080
Phone: (805) 654-3750
FAX: (805) 654-3754**

CENTRALIZED PURCHASING

The County of Ventura operates a centralized purchasing and materials management system, which is under the authority of the Purchasing Agent. This means that the General Services Agency (GSA) Procurement Services procures all commodities and services, except for new construction over \$175,000, utilities, Rapid Acquisition Program (RAP) purchases under \$10,000, and procurement card orders.

Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

For more information contact Procurement at 654-3750.

DEFINITION OF TERMS

- **Procurement**

Procurement is a division of GSA.

- **Informal Quotes**

Informal quotes are offers made by vendors. The quotes may be verbal, electronic or written. A summary of the quotes received is maintained by the buyer.

- **Formal Bids**

Formal bids are those that are obtained by written solicitation. The bids are received in writing by a set date and time. The bids are publicly opened by Procurement Services. The written bids and the bid summary are maintained by Procurement.

- **Buyer**

A professionally trained person employed by Procurement to obtain materials and services for County departments, in accordance with State and local laws and internal County policies and procedures.

Procurement Documents

Written procurement documents are required for all purchases except for procurement card purchases. The procurement document is generally the only written contract for the purchase. However, there may be separate written contracts for services, construction work and high-dollar purchases. The procurement document provides the written documentation the County would need if it chose to pursue a legal course of action to enforce its rights.

- **Modifications**

Any changes to the procurement document must be in writing and authorized by Procurement.

RAPID ACQUISITION PROGRAM

For certain one-time purchases less than \$10,000, Procurement offers the Rapid Acquisition Program (RAP). Departments may issue a RAP in VCFMS, pursuant to RAP requirements, upon successful completion of training.

SERVICE CONTRACTS

Written contracts are required for services over \$25,000. Procurement developed and utilizes a standard service contract that has been approved by County Counsel. Changes to the standard contract may require County Counsel approval.

Service contracts over \$35,000 require competitive bidding or proposals. Service contracts over \$100,000 require Board approval. Additionally, the Human Resources Division will review all *personal* service requisitions before GSA Procurement finalizes any such contracts.

Some service contracts are subject to the Living Wage Ordinance and require contractors to pay their employees a minimum compensation and 12 paid leave days each year. The contractor must file a declaration of compliance with the County stating they will adhere to the provisions of the Ordinance. Departments should contact the County's Living Wage Administrator, (805) 477-1994 for information.

Certain service contracts may have unique insurance requirements. Departments should consult Risk Management to determine appropriate insurance coverage.

BID THRESHOLDS

Current BID/RFP thresholds are as follows:

- **Commodities**
 - \$0-\$10,000 Quotes at Buyer Discretion
 - \$10,001-\$35,000 Written Quotes Solicited
 - Over \$35,000 Formal Bids Solicited

- **Services**
 - \$0-\$35,000 Quotes at Buyer Discretion
 - Over \$35,000 Formal Bids or Proposals

- **Construction Projects**
 - \$1-\$10,000 Quotes at Buyer Discretion
 - \$10,000-\$45,000 Written Quotes Solicited
 - \$45,001-\$175,000 Formal Bids Solicited

EXCEPTIONS TO BIDDING

The informal and formal bid requirements may be dispensed with in the following circumstances:

- **Emergency:**

Item(s) that are immediately necessary for the continued operation of the office or for the preservation of life or property. Written justification must accompany every requisition for an emergency purchase in excess of \$10,000. Emergencies estimated/totaling over \$35,000 require department/division head approval signature. An Emergency Justification Form can be located on the Procurement Intranet site under Policies and Procedures.

- **Request to Waive Bidding Requirements:**

A request to waive bidding requirements may be submitted when it is apparent that a needed product or service is uniquely available from only one source, or for all practical purposes, it is justifiably in the best interest of the County to forego traditional procurement methods. A Request to Waive Bidding Requirements Form can be located on the Purchasing Intranet site under Policies and Procedures.

PROCUREMENT BANK CARD

Procurement offers the Procurement Bank Card as a purchasing option for County staff. The procurement card is a supplement to the purchase order process. This is a regular VISA card with a number of unique controls. As long as the purchase is within the limits established for that particular card, the transaction is authorized.

This system benefits the County and its suppliers. Use of the card reduces the costs involved in traditional accounts payable functions. It also opens up a new supplier base for the cardholder. Suppliers are usually paid within two business days, thereby reducing their accounts receivable expenses.

INSURANCE

The County of Ventura requires that contractors have and maintain certain types of insurance coverage when they are hired to repair, install, construct or otherwise perform services. Insurance requirements vary depending on the services that are provided and **are not** solely determined by whether or not the contractor enters County property. Required coverage includes General Liability, Workers Compensation, Auto and Professional Liability.

The County requires Professional Liability insurance to cover omissions, errors, and medical malpractice.

Before starting work, the contractor must submit to the County a Certificate of Liability Insurance in the amount specified. In addition, by endorsement, the contractor must name the County of Ventura as "Additional Insured" on the policy. Whenever a purchase order requires the contractor to maintain insurance, Procurement Services provides the contractor with complete requirements for coverage.

RESPONSIBILITIES OF THE ORDERING DEPARTMENT

Requisitioning departments have the following responsibilities in the purchasing process:

- Make only authorized purchases.
- Submit requisitions to Procurement in a timely manner.
- Communicate procurement needs openly and clearly to Procurement Services.
- Provide generic or non-proprietary specifications with each requisition. .