



Contra Costa County Public Works Department

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TO: Allison Picard, Chief Assistant County Administrative Officer
FROM: David Gould, Procurement Services Manager *David Gould*
SUBJECT: Follow-up to 2016 Small Business Program Report

At the October 24, 2016 meeting of the Internal Operations Committee (IOC), Supervisor Gioia asked for more information about the types of products and services departments are purchasing under the SBE and Outreach Program limits. Details about this activity are summarized in the table below based on approximately 4,000 purchase orders issued during calendar year 2016.

Purchase Orders (PO) are issued to vendors and suppliers as authorization to provide the products and services requested, and may be issued for 1 to 5 years. Departments may spend less than the PO amount, so these amounts are a reflection of PO activity during 2016, and not the actual dollars spent.

The purchase orders were divided into broad categories to give an indication of the types of expenditures being made by departments. Only purchase orders of \$100,000 or less were included. The top categories are displayed below:

Amount	Purchasing Category
\$ 9,381,114	Medical Equipment, Supplies and Maintenance, Surgical, Hospital, Dental, Furniture, Ergonomic, Gases, Blood Testing, Radiology Services, Waste Disposal
\$ 6,268,672	Computer Hardware, Laptops, Servers, Monitors, Storage, Printers, Scanners, Peripherals
\$ 5,773,965	Office Machines, Copiers, Document Management, Shredders, Furniture, Office Supplies, Copy Paper, FedEx, UPS, Interior Design
\$ 5,593,903	Computer Software, Licensing, Hosting Services, Support, Voice Mail Software, Inmate Telecommunications
\$ 4,718,306	Building Maintenance, Supplies, Tools, Plumbing, Paint, Electrical, HVAC, Landscape, Janitorial Supplies, Window Coverings, Home Depot, Lowe's
\$ 2,974,909	Vehicles, Cars, Trucks, Rentals, Parts and Services, Fuel, Oil, Lubricants
\$ 2,686,015	Equipment Maintenance, Repair and Calibration, Laundry, Forklift, Asphalt and Concrete, Postage Meters, Fire Protection, Equipment Rental
\$ 2,048,723	Communications and Media, Advertising, Printing, Mailings, Forms, Plans, Cable Services, Promotional Material
\$ 1,517,716	Laboratory and Field Equipment, Agriculture, Animal Services, Veterinary, Chemicals, Pesticides
\$ 1,437,986	Telecommunication Services, Sprint, AT&T, Verizon, Video Surveillance, Motorola Radios, Communications Equipment

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\$ 1,358,908	Library and Educational Supplies, Books, Subscriptions, Educational Training Services, Seminars, Training Facility Rental
\$ 1,114,440	Food and Groceries for Detention Facilities, Cafeteria and Kitchen Equipment and Maintenance
\$ 1,043,505	Miscellaneous Services, Veterinary, Grading, Travel Agency
\$ 965,178	Professional Services, Consulting and Engineering Environmental and Ecological, Financial, Credit Reporting, Fingerprinting, Drug and Alcohol Testing, Insurance, Arbitration, Hazardous Waste Removal
\$ 928,057	Drugs and Pharmaceuticals
\$ 787,090	Police and Prison Equipment, Ammunition, Fire Arms, Video Equipment, Uniforms, Inmate Clothing
\$ 593,717	Public Works Services, General Construction, Signs, Graffiti Removal, Signal Maintenance, Furniture Storage and Assembly
\$ 575,035	License, Fees, Memberships, Department of Justice, Agriculture, Fish & Wildlife, Economic Development Services

During the same meeting there was a discussion regarding improving the Small Business Enterprise and Outreach Programs. I have done some work on this and believe we can provide the Board with better information and simplify the task of SBE reporting for the departments. Public Works has developed some tools to improve the process.

In addition to the improved reporting tools, we have discussed updating as well as the possible consolidation of various business programs such as the Small, Minority and Women-owned business programs. This would require the revision of a number of administrative bulletins, ordinances, and resolutions. I would also like to propose changes to Purchasing policies to improve accountability and reduce risk. All of these changes would require review by County Counsel. I propose completing this review and recommendations within 6 months and bringing it back to the Internal Operations Committee for review prior to approval by the Board of Supervisors.

Areas that should be addressed are:

- Purchasing Agent's Authority
- Purchasing Procedures and Thresholds
- Disaster Cost Recovery Procedures
- Code of Ethics for Contracting Personnel

I look forward to working with you and County Counsel on these recommendations.

Originator:dg
C: J. Bueren