

# City of San Diego Purchasing Process

## Recreation Council Working Group

April 3, 2018



Park and Recreation Department

## PURCHASING PROCESS

### 1. ARIBA Vendor

- City on-line purchasing system

### 2. City Central Stores

- City warehouse - ordering/billing via SAP

### 3. Existing Purchase Orders (PO)

- Department sets-up routine PO's at the beginning of each year.

### 4. Procurement Card

- No services. No supplies that are under contract



## SERVICE CONTRACTS

- Labor Relations Approval
- Living Wage and Prevailing Wage
- Insure and Indemnify the City
- Conflict of Interest Compliance
- Competitive Bidding
- City General Terms and Provisions



## LIVING & PREVAILING WAGES

- **City Living Wage Ordinance**
  - \$14.66 per hour including health benefits (\$2.45)
- **Prevailing Wage**
  - CA Department of Industrial Relations
  - Monthly employment reports required for maintenance projects and construction projects.



## INSURANCE REQUIREMENTS

- **General Liability**
  - \$1 million/\$2 million aggregate
- **Commercial Auto Liability**
  - \$1 million per accident
- **Workers' Compensation**
  - \$1 million per accident



## GENERAL TERMS & PROVISIONS

- Compliance with local, state, and federal laws, regulations, and policies
- Drug-Free Workplace
- Americans with Disabilities Act (ADA)
- Non-Discrimination
- Equal Opportunity Contracting Program (EOCP)
- Noise Abatement
- Storm Water Pollution Prevention Program
- Conflict of Interest Laws



## COMPETITIVE BIDDING

SDMC 22.32.03

Contract Amount	Number of Quotes Required
\$25,000 and under	1
\$25,001 - \$49,999	2
\$50,001 - \$149,999	5
\$150,000 and over	Formal Bid Process

Contracts over \$3 million require City Council Approval.



# QUESTIONS?