

**AMEDA COUNTY
BOARD OF SUPERVISORS'
PROCUREMENT AND CONTRACTING POLICY COMMITTEE**

**Monday, March 2, 2015
2:30 pm -4:00 pm**

Location: **Board of Supervisors' Chamber – Room 512 – 5th Floor**

County Administration Building
1221 Oak Street, Oakland, CA 94612

**Supervisor Nate Miley, Chair
Supervisor Keith Carson**

Staff: Pat O'Connell, Auditor-Controller
Aki Nakao, Director, General Services Agency
Daniel Woldesenbet, Director, Public Works Agency
Susan S. Muranishi, County Administrator

Summary Action Minutes

I. Quarterly Auditor-Controller Procurement Contracting Report ECOP/COP/CCP Report

Steve Manning, Chief Deputy Auditor-Controller, Auditor-Controller Agency, presented a written progress report on County Procurement. The report covers the period of July 1, 2009 through December 31, 2014. The data presented in the report is based on payments to contractors in the following categories: 1) Construction, Architecture & Engineering (A &E), Professional Services and Goods & Services. Total payments were \$582 million.

Caroline Judy, Assistant Agency Director, General Services Agency, presented a written report on the Agency's Enhanced Construction Outreach Program (ECOP). The report covers the period of January 2014 through February 2015. The report also includes information on 2013 ECOP contracts.

The report also included a list the Agency's bid conferences, trainings and outreach meetings. There were twenty-one (68) Bid Conferences held between January 2014 and March 2014. Events and Outreach included five (5) on-line bidding process workshops and a Procurement Overview Workshop for staff on March 19, 2014.

The report also included information on the Highland Hospital Acute Tower Replacement Project workforce utilization reports. The report included demographic information on the project's workforce as of December 31, 2014.

Daniel Woldesenbet, Director, Public Works Agency, presented a written report on the Agency's Construction and Outreach activities. The report covers the period of January through December of 2014.

The Public Works Agency received Board approval to award nine (18) construction contracts, subject to the Construction Compliance Program (CCP) for a total of \$19,232,297.29. Of this total, 12.7% went to minority owned businesses and 3.89% went to women owned businesses.

The Agency received Board approval to award one (1) construction contract requiring Disadvantaged Business Enterprise (DBE) compliance for a total of \$1,550,166.20, 7% of DBE.

The Public Works Agency hosted it's second annual "BOB" Contractors Academy, which is a series of workshops for small, local contractors

The report also included workforce data for local residents and minorities.

II. Vendor Pool Discussion

Supervisor Nate Miley, District 4, Board of Supervisors, presented a list of questions regarding the Vendor Pool. The questions are intended to be answered by the Auditor-Controller and some by the General Services Agency. .

After discussion with the Auditor-Controller, Director of Public Works and the Assistant Director of the General Services Agency and the Committee members, it was determined that staff will review the e questions and respond accordingly at future meetings.

III. General Services Agency Market Analysis

Caroline Judy, Assistant Agency Director, General Services Agency, presented information on the Agency's Market Analysis.

The General Services Agency proposes to spend up to eighteen ((18) months studying the current vendor pool, providing both a market analysis and a bid analysis.

The Office of Acquisition Policy (OAP) has proposed to review new and expiring contracts to determine if the local vendor pool firms registered to meet the criteria of the user agency, approximately 6-9 months before the contract expires. If the appears to be an adequate pool of six (6) or more potential bidders, the procurement will proceed as usual. If there is not and adequate pool, additional local vendors will be sought using other local databases, trade association memberships and other sources.

Also for contracts previously bid, a bid analysis will take place. Date from the previous bid will be utilized to determine which firms previously bid and were not awarded and the reasons.

To date, staff has evaluated existing contract renewal opportunities from July 1, 2014 and will continue through December 31, 2015.

III. General Services Agency Survey

Caroline Judy, Assistant Agency Director, General Services Agency, reported that the Agency will survey contractors in the vendor pool and expect to have results to provide in September.

V. Best Practices – *continued to a future meeting*

PUBLIC COMMENT

None.