



ORANGE COUNTY FIRE AUTHORITY

Doing Business with OCFA

1 Fire Authority Road, Irvine, California 92602

PURCHASING STAFF

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FOREWARD

The purpose of this document is to inform potential suppliers of the procedures for doing business with the Orange County Fire Authority (OCFA). The intent is to encourage open and business-like relationships between OCFA staff and suppliers.

This document is intended as a general guide and, as such, may not answer all questions which you may have. Any questions which are not answered here may be directed to one of the purchasing staff listed above.

Our foremost concern is that everyone who is interested in providing goods or services to the OCFA is given an equal opportunity to do so.

PROCUREMENT MISSION STATEMENT

Ensure that the materials and services required by the OCFA are available on time, are of the best value, and are acquired with integrity.

HOURS OF OPERATION

The Purchasing Section is open from 8:00 a.m. – 5:00 p.m. Monday through Thursday, and every other Friday from 8:00 a.m. – 4:00 p.m. To view the Friday schedule go to: www.ocfa.org/AboutUs/Calendar.aspx.

OFFICE VISITS

We recognize that sales representatives are a valuable source regarding product information. Suppliers are urged to contact us to schedule an appointment before visiting in order to productively utilize our time and yours. ***Please note that all visitors to the Regional Fire Operations & Training Center (RFOTC) site must check in with the front desk located in Building A.***

OCFA has received the Achievement of Excellence in Procurement for eight years.



ETHICAL STATEMENT

Purchasing is dedicated to the highest principles of fairness and competition. The department operates under the auspices of federal, state and local law. Purchasing staff are strictly prohibited from taking any actions which do not reflect the ideals of honor and integrity in the performance of their work. The offering of gratuities or promises of future employment by vendors to any OCFA employee is prohibited.

PURCHASING AUTHORITY & RESPONSIBILITIES

The OCFA has centralized purchasing administered by the Purchasing Section, a division of Business Services. Through centralized purchasing, the OCFA achieves standardized bidding and evaluation procedures, economies of scale on agency requirements, and an open, fair, and competitive procurement process. OCFA contracts with PlanetBids to administer the vendor registration and online bidding process. The current Purchasing Ordinance is available on the OCFA website:

<http://ocfa.org/Uploads/Purchasing/OCFA%20Purchasing%20Ordinance.pdf>

VENDOR REGISTRATION

OCFA currently posts the majority of request for quotes, bids, and proposals online. We encourage all vendors to register to receive notification of solicitations. There are no registration or subscription fees, and vendors self-register and maintain user profile updates online. The instructions for registering are below:

OCFA website: www.ocfa.org

- Click on “**Business**”
- Click on “**Doing Business with OCFA**”
- Select “**Supplier Registration**”
- Select “**New Vendor Registration**”
- Complete registration form & submit

Please make sure that you register for all categories that apply to your business so that you are notified of all of the opportunities available. Upon completion of registration, your company will be automatically added to the OCFA vendor database.

PUBLIC WORKS - CONTRACTORS

The OCFA has adopted the California Uniform Public Contract Cost Accounting Act (CUPCAA) set forth in the California Public Contract Code (PCC) Section 22000. OCFA has added the pre-qualification function through the PlanetBids vendor portal. All interested licensed contractors are invited to submit their pre-qualification application for inclusion on OCFA’s informal bidding contractors list for all trades for the current calendar year. Contractors will be required to resubmit an application each year to be included on the annual list.

Vendors must have a current California contractor’s license (subject to verification through the Contractors State License Board). Additionally, pursuant to SB 854, all contractors and subcontractors doing business with any government entity **must** be registered with the Department of Industrial Relations (DIR) to bid on, be listed in a bid, or perform work on a public works project California Labor Code section 1725.5. Bidding or working in violation of this requirement may subject a contractor to a \$2,000 penalty (for the first violation) or disqualification from bidding or working on public works for the next 12 months. ***Please include your contractor’s license information and DIR registration number in your vendor profile in PlanetBids.***

DOING BUSINESS WITH THE ORANGE COUNTY FIRE AUTHORITY

BOND REQUIREMENT – PUBLIC WORKS OVER \$25,000

A contractor that is awarded a public works contract in excess of \$25,000 will be required to provide a payment bond in the amount of 100 percent of the contract pricing in accordance with Section 9550 of the Civil Code. *Additional bonds may be required and bond requirements will be listed in the solicitation.*

INSURANCE REQUIREMENTS

If work is required on OCFA premises, proof of commercial liability and property damage insurance naming OCFA as an additional insured, on a separate endorsement, will be requested prior to issuance of a Purchase Order. For additional information on OCFA insurance requirements please visit the Purchasing Requirements and Purchasing Matrix from the Reference Documents available from the Purchasing home page.

METHODS OF PROCUREMENT

Most acquisitions of goods and services are made via Purchase Order. All purchases are subject to OCFA Terms and Conditions. Specific bid requirements will be detailed in the solicitation. If clarification of specifications and/or terms and conditions is required, please contact the buyer responsible for the solicitation. If a change/clarification is required, an addendum will be issued and posted to PlanetBids. It is the responsibility of all bidders to check for any addendums or changes to the solicitation.

The following methods of procurement are the most commonly utilized by OCFA:

- Request for Quotation (RFQ) – Informal requests may be posted to PlanetBids or e-mailed
- Invitation/Request for Bid (IFB/RFB) – Typically posted online and all registered suppliers of the commodity or service will be notified
- Request for Proposal (RFP) – Best Value, criteria driven

Suppliers can view bid results and award information by visiting the OCFA's website and accessing the online bidding system.

Recommendation for award of a bid is based on lowest pricing from a responsive and responsible bidder that meets the OCFA's specifications. RFPs are based on the criterion listed in the solicitation such as method of approach, qualifications and experience, services offered, terms and conditions, price, and delivery as defined in the RFP.

DELIVERIES

All purchases are F.O.B. destination, unless otherwise specified. The OCFA's title to goods occurs upon satisfactory delivery and acceptance at the delivery point shown on the purchase order. Shipping charges, if applicable, must be included in the bid document.

All shipments to the OCFA must be made to the locations designated on the purchase order. The purchase order number must appear on the receiver or delivery ticket.

Most deliveries are made to the central receiving dock at the Regional Fire Operations and Training Center (RFOTC) located at 1 Fire Authority Road, Irvine, California 92602 unless stated otherwise on the purchase order. The operating hours are the same as the Purchasing Section, however it is requested that any deliveries are made prior to 4:00 p.m. The telephone number for the Service Center is: (714) 573-6600.

PAYMENT

Payment will be made after delivery and acceptance of the goods, commodities, or services. OCFA standard payments terms are Net 30. In order to receive payment for goods or services furnished to the OCFA, the vendor is required to submit an invoice to: AP@ocfa.org. OCFA Accounts Payable, P.O. Box 53008, Irvine, California 92619-3008.