

How do I . . .

. . . **get more information for an upcoming purchase?** Call the buyer who handles your department's orders.

. . . **use a citywide term contract?** Purchasing has established over 125 contracts for products and services used most heavily throughout the City. All departments should use those contracts if possible. Each month, we post an updated list on the City's Document Library and e-mail the list to departments. Use Purchase Order Releases to make purchases. For more information, check the Document Library's "OCA Term Contracts (Read Me First)" category, or call OCA.

. . . **order products below \$200?** Departments can place non-recurring orders for products less than \$200 (and services if approved) and pay the invoice as follows: **on-line departments** use the ADPICS Direct Voucher process; **off-line departments** send a Direct Voucher to Purchasing. For recurring needs, use a Departmental Blanket Order.

. . . **order products and general services below \$10,000?** Departments can issue a Departmental Purchase Order (Prop. Q order). For all Prop. Q. orders, depts are encouraged to solicit bids. For more information, see the "Delegated Departmental Purchasing" chapter the *Guide to Ordering Goods and Services*, and call the buyer in Purchasing your department works with. **On-line depts** use the Direct P.O. function in ADPICS. **Off-line depts** prepare a Dept. P.O. form and send it to Purchasing for data entry.

. . . **make a series of purchases from a single vendor?** Departments need to set up a blanket purchase order. **On-line departments** use the Blanket Purchase Order function in ADPICS. **Off-line departments** send Purchasing a Departmental Blanket Purchase Order Input and Release.

. . . **get something printed or mailed?** Call Reproduction and Mail Services at 554-6433. The department provides a variety of services, including traditional graphic design, Web page design, network publishing, offset printing, and several high-volume mailing options. Staff works with you to guarantee high quality, low cost and on-time delivery.

. . . **order a computer?** Contact any or all of our **Technology Store** vendors for a quote. The **general vendors** are: ComputerLand of Silicon Valley (Gilbert Kwong, 415-283-3388); Cornerstone Technology Partners (Derek Lawson, 415-705-7800 x 228); En Pointe Technology Sales (Mac McConnell, 415-765-7104); Xtech (Brad Baker, 415-355-9090). The **Micro-LBE vendors** are: Ameritech Computer Svcs (Herrick Loi, 415-282-6500); Beta Nineties Computer

(James Tang, 415-974-1188); Bridge Micro (Byron Ling, 415-902-1075); Sweet Memory (Sam Zaghaba, 415-281-8600); Toptek Micro Center (Julian Lee, 415-564-3500).

. . . **order a car or truck?** Central Shops orders most City vehicles. Call Daisy Aguallo, Senior Purchaser, 554-6714.

. . . **order office supplies?** The City's term contract is with Office Depot. To receive a catalog and for more information, call Kim Daly at 415-246-4403.

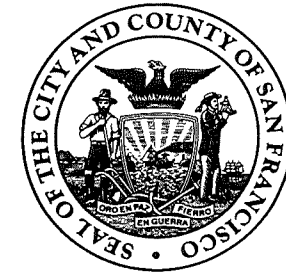
. . . **obtain professional services?** Conduct a Request-for-Proposal process to select the vendor. See Chapter 900 in the *Guide to Ordering Goods and Services* and the Civil Service Comm.'s. "Amended Joint DHR/CSC Instruction for Processing Personal Services Contract Approval Requests" (9-96). Word processing files of the City's **model contracts** are on the Forms Center and available by e-mail. Call 554-6212 for more information.

. . . **obtain other outside services?** The Charter requires the approval of either the Civil Service Comm. or the Board of Supervisors before any order for outside services is placed.

. . . **get an invoice paid?** That depends on what kind of purchase the invoice relates to. If the purchase was made in ADPICS (such as for products or services), then the invoice is paid in ADPICS. If the purchase was made in FAMIS (such as for postage, subscriptions, or travel expenses), then the invoice is processed in FAMIS.

. . . **find out if I can order from a particular vendor?** Vendors need several clearances before we can do business with them: Business Tax; Chapter 12B (Nondiscrim. in Contracts and Benefits). The City's vendor file contains information on these clearances. **On-line departments** can access the vendor file directly. **All departments** can obtain a hardcopy report of this information. For more information, call 554-6212.

. . . **find out the status of an order?** After Purchasing receives a requisition, we check for vendor clearances, and prepare for competitive bidding or other procurement methods. This can take time, and you might wonder what's happened to your order. **On-line departments** can go into ADPICS. **Off-line departments** should call the buyer responsible for the product or service involved.



Gavin Newsom
Mayor

How to Buy Things in City Government

A Handy Reference for Departments

Office of Contract Administration
Naomi Kelly, Director and City Purchaser

City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco 94102-4685
Phone: 554-6743 Fax: 554-6717

Home Page: <http://www.sfgov.org/site/oca>

Bid database:

<http://mission.sfgov.org/OCABidPublication>

E-mail: oca@sfgov.org

Purchasing updates this pamphlet often, including when commodity assignments or phone numbers change.

Buying Groups and Department Assignments

The Office of Contract Administration

1. What OCA does

In City Hall, OCA is organized by department, as described in the next two columns. If you have questions, please first call the buyer responsible for your department. The following purchases are handled differently:

- **Technology Store requisitions.** Submit them to the Technology Store Group (see far right column).
- **Printing.** Call Reproduction and Mail Services, 554-6433.
- **Vehicles.** Call Daisy Aguallo, Senior Purchaser, 554-6714.

2. What departments do

Departments can place their own orders for products and general services up to \$10,000 by using Departmental Purchase Orders. A major exception is anything on a term contract. Orders up to \$200 can be paid for with a Direct Voucher.

For larger orders, departments submit requisitions to OCA for single orders, and blanket orders or contract orders for a series of purchases. OCA depends on departments to provide clear and complete specifications on requisitions and blankets. We need this information to make the competitive bidding process work well and to get you what you need.

3 Professional services

Departments select the vendor by conducting a Request-for-Proposal process. The department submits the contract to the City Attorney for review as to form, and then to Purchasing. Purchasing officially executes the contract for the City.

4. Construction and A&E

Several departments issue their own contracts for construction and for architects and engineers: the Airport; the Port; Municipal Transportation Agency (Muni Railway); Public Utilities Comm. (Hetch Hetchy and Water Dept.); Public Works; and Recreation and Park.

Central Office, City Hall, Room 430

Phone: 554-6743
Fax: 554-6717

Bill Jones, Assistant Director 554-6730

• **Galen Leung, Manager 554-4564**
HRC Mayor, Bus. & Econ.
Mayor, Admin. Rent Arbitration Board

• **Ken Easton, Senior Purchaser 554-6963**
Adult Probation Human Resources, WC
District Attorney Police
Emergency Management Public Defender
Fire Sheriff
Health Service System Treasurer, Tax Collector

• **Darlene Frohm, Senior Purchaser 554-6257**
Admin. Services Elections
Board of Supervisors Law Library
Child Support Services Library
City Attorney Public Works

• **Pamela Olivier, Senior Purchaser 554-6264**
Animal Care and Control Human Services
Civil Service Comm. Medical Examiner
Controller Parking and Traffic
Convention Facilities Port

• **Carolyn Sladnick, Purchaser 554-6735**
Assessor Permit Appeals
Building Inspection Planning
Community Mental Health Real Estate
Mental Health Retirement System

• **Howard Tevelson, Senior Purchaser 554-6263**
Environment Technology and
Laguna Honda Hospital Reprographics

• **Gwen Williams, Purchaser 554-7030**
Arts Comm. Juvenile Probation
Asian Art Museum Recreation and Park
Ethics Comm. Status of Women
Fine Arts War Memorial

Capital Equipment Projects

Judy Wong, Supervising Purchaser 554-6258
Daisy Aguallo, Senior Purchaser 554-6714
Bert Kanne, Purchaser 554-7873
Fax 554-6275

Technology Store

Information Technology, Special Projects (800 MHz, E911, Telecommunications)
Jaci Fong, Supervising Purchaser 554-6701
Patrick Rice, Senior Purchaser 554-6734
Diane Handa, Purchaser 554-6913
(For names and phone numbers of Technology Store vendors, see reverse under "How do I order a computer?")

Satellite Groups

• **Airport, 111 Anza Blvd., Burlingame**
Tony Fiore, Senior Purchaser (650) 821-2848
Susan Leung, Purchaser (650) 821-2845
Fax: (650) 821-2820

• **Municipal Transportation, 1 So. Van Ness, Rm. 3097 (Municipal Railway)**
Paul Hootman, Senior Purchaser 701-4706
Mary Cortez, Purchaser 701-4216
John Montenero, Purchaser 701-4215
Hermilo Rodis, Purchaser 701-4705
Fax: 701-4729

• **Public Utilities Comm., 1155 Market St., 5th Fl. (includes Water Dept. and Hetch Hetchy)**
Jeannie Louie, Supervising Purchaser 554-3166
Ray Low, Senior Purchaser 487-5267
Gloria Gill, Purchaser 554-3128
Fax: 487-5237

• **Public Works, 2323 Cesar Chavez St., Room 3**
Carlos Chavez, Senior Purchaser 695-2124
Fax: 695-2127

• **S.F. General Hospital, 1001 Potrero Ave., Room GP-1**
John Danaher, Acting Senior Purchaser
Fax: 206-6956