



PROCUREMENT SERVICES DIVISION

MISSION STATEMENT

To provide schools and administrative offices with goods and services they need - when they need them. In doing this, we must ensure procurement laws are followed and the District achieves the most cost effective prices for goods and services.

<http://achieve.lausd.net/psd>



FINGERTIP FACTS FOR FY 2019-20

PROCUREMENT AND CONTRACT ADMINISTRATION BRANCH



The Procurement and Contract Administration Branch supports schools by managing the purchase of supplies, equipment, professional, and general services through best practices in the public procurement arena. This Branch also oversees the District's Credit Card Programs, Vendor Services, the Toshiba Unified Print Program, and provides support to schools in the area of travel and conference attendance.

Professional Services (Non-Facilities)

Request for Proposal (RFP) Issued	26
Contracts Issued	371
Value of Contracts Issued	\$983,266,820
Work Orders Issued	979
Value of Work Orders	\$108,903,847

Goods & General Services (Stock/Non Stock/M&O/Foods)

Contracts Issued	103
Value of Contracts Issued	\$414,352,512

Toshiba Unified Print Program

Cost Prior to Implementation	\$12.7 million
Spent	\$6.4 million
Estimated Savings	\$6.3 million

Credit Card Program

P-Cards Issued	1,301
Others Cards Issued (Travel/Fuel/Toshiba, etc.)	1,784
Transactions for All Card Programs	95,063
Total Spent for All Card Programs	\$31.1 million

Travel

Trips Settled	7,426
Value of Trips Settled	\$5.1 million

Vendor Management

Total Vendors Registered	19,388
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Procurement Services Division

333 South Beaudry Avenue, 28th Floor
Los Angeles, CA 90017

General Phone: (213) 241-3087

Customer Service: (562) 654-9009

General Stores & Foods Distribution: (562) 654-9005

Surplus Property & Recycling Annex: (213) 745-5910

Truck Operations Section: (562) 654-9000

FINGERTIP FACTS FOR FY 2019-20

FACILITIES CONTRACTS BRANCH



The Facilities Contracts Branch is responsible for the acquisition of facilities-related professional services provided by consultants, contractors, and other private firms. Acquisitions are achieved through the use of requests for qualifications (RFQs) and requests for proposals (RFPs) which are developed, issued, evaluated, and awarded through this Branch. Facilities Contracts also administers the advertising, bidding, and awarding of all formal, competitively bid school construction projects, including the prequalification of contractors and all post-award contract activities.

Professional Services and A&E (Facilities)

Contracts Issued	88
Value of Contracts Issued	\$166,380,451
Task Orders Issued	1,053

Formal Construction Contracts

Contracts Issued	55
Value of Contracts Issued	\$111,644,564

Job Order Contracts

Active Contracts	61
Job Orders Issued	221
Value of Job Orders Issued	\$29,192,326

Design/Build

Contracts Issued	6
Value of Contracts Issued	\$515,980,443

Prequalification

Prequalified Contractors	392
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MATERIEL MANAGEMENT BRANCH



The Materiel Management Branch located at the Procurement Services Support Center in Pico Rivera, maintains three primary distribution centers: General Stores (supplies and equipment), Food (frozen, groceries and staples) and Surplus Property and Recycling Annex (used/surplus furniture and equipment). The Truck Operations Section provides delivery of product from the distribution centers to schools and offices. This Branch also oversees the Mail Support Services Unit (mail service) and the Reprographic Support Services Unit (reprographic activities) for the District.

General Stores

Inventory Items Stocked	2,686
Orders Filled	54,734
Line Items Filled	326,968
Sales	\$34,319,137
Number of Schools/Offices Served	1,922

Foods Distribution

Inventory Items Stocked	584
Orders Filled	62,423
Line Items Filled	850,219
Sales	\$80,657,725
Number of Schools/Offices Served	698

Surplus Property & Recycling Annex

Surplus Property (Salvage) Pick-ups	2,314
Total Cost Avoidance to Schools & Offices	\$3,388,580
Deliveries to Schools & Offices	868
Number of Repurposed Items	30,799
Number of Online Auction Sales	2,651
Public Auction Sales Amount	\$348,265
Number of Visitors on Site	2,582
Total Recycled Sales	\$50,041
Total Weight (lbs.) of Recycled E-waste	770,260

Truck Operations Section

Average Delivery Stops Per Day	2,008
Mail Bags Picked Up & Delivered Daily	1,200

Mail Support Services Unit

Pieces of Mail Handled Per Year	13 million
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Reprographic Support Services Unit

Work Requests Processed	1,490
Dollar Value of Work Requests	\$5.08 million