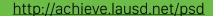


PROCUREMENT SERVICES DIVISION

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.



Spent

Estimated Savings



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)		Credit Card Program	
Request for Proposal (RFP) Issued	26	P-Cards Issued	1,301
Contracts Issued	371	Others Cards Issued	1,784
Value of Contracts Issued	\$983,266,820	(Travel/Fuel/Toshiba, etc.)	
Work Orders Issued	979	Transactions for All Card Programs	95,063
Value of Work Orders	\$108,903,847	Total Spent for All Card Programs	\$31.1 million
Goods & General Services		Travel	
(Stock/Non Stock/M&O/Foods)		Trips Settled	7,426
Contracts Issued	103	Value of Trips Settled	\$5.1 million
Value of Contracts Issued	\$414,352,512		
		Vendor Management	
Toshiba Unified Print Program		Total Vendors Registered	19,388
Cost Prior to Implementation	\$12.7 million	-	

\$6.4 million

\$6.3 million

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

Los Angeles Unified School District PROCUREMENT SERVICES DIVISION

FINGERTIP FACTS FOR FY 2019-20

\$111,644,564

FACILITIES CONTRACTS BRANCH



Professional Services and A&E

Value of Contracts Issued

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.

(Facilities)	
Contracts Issued	88
Value of Contracts Issued	\$166,380,451
Task Orders Issued	1,053
Formal Construction Contracts	
Contracts Issued	55

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

Design/BuildContracts Issued6Value of Contracts Issued\$515,980,443

PrequalificationPrequalified Contractors 392

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		Foods Distribution	
Inventory Items Stocked	2,686	Inventory Items Stocked	584
Orders Filled	54,734	Orders Filled	62,423
Line Items Filled	326,968	Line Items Filled	850,219
Sales	\$34,319,137	Sales	\$80,657,725
Number of Schools/Offices Serviced	1,922	Number of Schools/Offices Serviced	698
Surplus Property & Recycling Annex		Truck Operations Section	
Surplus Property (Salvage) Pick-ups	2,314	Average Delivery Stops Per Day	2,008
Total Cost Avoidance to Schools & Offices	\$3,388,580	Mail Bags Picked Up & Delivered Daily	1,200
Deliveries to Schools & Offices	868		
Number of Repurposed Items	30,799	Mail Support Services Unit	
Number of Online Auction Sales	2,651	Pieces of Mail Handled Per Year	13 million
Public Auction Sales Amount	\$348,265		
Number of Visitors on Site	2,582	Reprographic Support Services Unit	
Total Recycled Sales	\$50,041	Work Requests Processed	1,490
Total Weight (lbs.) of Recycled E-waste	770,260	Dollar Value of Work Requests	\$5.08 million