HOW TO DO BUSINESS
WITH THE ORANGE COUNTY FIRE AUTHORITY

PURCHASING & MATERIALS MANAGEMENT
1 Fire Authority Road, Bldg. C
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PROCUREMENT STAFF

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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. See the OCFA calendar for the Friday schedule at: www.ocfa.org.

FOREWARD
The purpose of this document is to inform potential suppliers of the procedures for doing business with the 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 has been 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.

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.

OCFA is a Recipient of the Achievement of Excellence in Procurement for six years.
PURCHASING AUTHORITY & RESPONSIBILITIES

The Orange County Fire Authority (OCFA) has centralized purchasing administered by the Purchasing Section, a division of the Business Services Department. 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 Planet Bids, Inc. to administer the vendor registration and online bidding process.

Departments are authorized to place orders directly with suppliers for purchases up to $5,000. Procurement cards can also be used to make small dollar purchases that maintain operations. All other acquisitions of goods and services require the issuance of a Purchase Order.

VENDOR REGISTRATION

OCFA will post most 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. The instructions for registering are provided below:

Sign into the OCFA website: www.ocfa.org

- Click on Business then “Doing Business with the OCFA”
- Select “Vendor Registration, Bid Opportunities & Results”
- Select “Supplier Registration” link
- Complete registration form & submit

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

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, it will be posted as an addendum to Planet Bids. It is the responsibility of all bidders to check for any addendums or changes to the solicitation.

The following methods of procurement are utilized by OCFA:

- Request for Quotation (RFQ) – typically informal, may be posted to Planet Bids, e-mailed or faxed
- 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. Request for proposals are based on the criterion listed in the RFP such as adherence to specifications/terms and conditions, price, delivery, services, etc.
INSURANCE
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 details on the OCFA insurance requirements refer the Business page on OCFA.org for further information or contact a staff member.

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.

OFFICE VISITS
We recognize that sales representatives are a valuable source of information in obtaining product information. Suppliers are urged to contact us to schedule an appointment before visiting in order to productively utilize our time and yours.

PAYMENT
Payment will be made after delivery and acceptance of the goods, commodities, or services. OCFA standard payments terms are Net 30. Any “prompt payment discounts” will be taken by the OCFA, when appropriately earned.

In order to receive payment for goods or services furnished to the OCFA, the vendor is required to submit an original invoice to: OCFA Accounts Payable, P.O. Box 53008, Irvine, California 92619-3008.