

## The Orange County Fire

**Authority (OCFA)** has a Centralized Purchasing System administered by the Purchasing & Materials Management Section, a division of the Business Services Department. Centralized purchasing standardizes bidding and evaluation procedures, achieves economy of scale benefits, provides consistency in dealing with vendors, and ensures an open, fair, and competitive procurement process.

To facilitate participation, OCFA has implemented **BidsOnline**, a fully automated web-based vendor registration & bid management system. This system allows vendors to register online, receive automated email notification of bid opportunities, and submit bids electronically.



Some key features of **BidsOnline** include:

- No registration or subscription fees
- Self-register and update user profile
- Receive automatic email notification for bid opportunities
- Ability to search for bid requests, addenda, and bid results at any time
- Request & download bid documents
- Receive automatic addendum notifications as a bid participant
- Submit bids electronically, securely and with confidentiality

OCFA will be conducting most of its bid and proposal solicitations through the **BidsOnline** system. To register:

Go to <http://www.ocfa.org>

- Click on “**About Us**”
- Click on “**Doing Business: OCFA**”
- Select “**Purchasing Home Page**”
- Select “**Register**” from top menu bar
- Complete registration form & submit

Upon registration completion, you will be automatically included in the OCFA vendor database.



### **Award**

Award will be made to the lowest, responsive and responsible bidder meeting specifications and whose bid is deemed most advantageous to OCFA. Factors to be considered may include price, availability, quality of product, life cycle cost, maintenance, warranty, business standing & financial solvency, past performance, and other operational requirements of OCFA.

### **Valid Purchases**

No purchase of equipment, materials, supplies or services is valid or binding unless authorized by the OCFA Purchasing & Materials Management division.

### **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, shall be provided prior to commencement of work.

Worker's compensation coverage is also required for each employee performing work on OCFA premises.

### **Payment**

OCFA will strive to take prompt payment discounts when offered. However, in the absence of stated terms, payment will be Net 30 Days.



### **Gratuities**

Gratuities in the form of entertainment, gifts, or remuneration to any OCFA employee are strictly forbidden and may result in debarment from doing business with OCFA.

### **Mailing Address**

Orange County Fire Authority  
Purchasing Office  
P.O. Box 57115  
Irvine, CA 92619-7115

### **Physical Location**

Orange County Fire Authority  
1 Fire Authority Road  
Irvine, CA 92602  
(At the intersection of Jamboree Road  
and Tustin Ranch Road)

### **Phone Number**

(714) 573-6640

### **Fax Number**

(714) 368-8845

### **Website**

[www.ocfa.org](http://www.ocfa.org)

April 2007

## **ORANGE COUNTY FIRE AUTHORITY**



## **SUPPLIER GUIDE**