

# Procurement Services Division

Making a difference...every student, every school, every day!



**George Silva**  
Chief Procurement Officer

**Procurement Services Division**  
PSD makes sure L.A. Unified students, teachers, and staff have what they need to support student success while ensuring the District receives the most value from its purchases.

Each year, PSD fulfills over 118,000 orders for food, supplies and equipment annually, including more than 7 million crayons, 2 million #2 pencils, and 2 million reams of copy paper.

**Contact Us**

**George Silva**  
**Chief Procurement Officer**  
george.silva@lausd.net

**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



**Procurement Services Division** Facilities Contracts (FC) administers the advertising, bidding, and awarding of all formal, competitively bid school construction projects, including the prequalification of contractors and subcontractors, and all post-award contract activities. Informal contracts are also managed through A and B letters. FC also administers Best Value construction, Formal construction, Job Order Contracts (JOCs), Ed. Code 17406 (Lease-Leaseback), and 17250 (Design-Build). In addition, FC is responsible for the acquisition of professional services provided by consultants, contractors, and other private firms. Acquisitions of this type are achieved through the use of Requests for Qualifications (RFQs) and Requests for Proposals (RFPs) which are developed, issued, evaluated, and awarded by FC.

**PROCUREMENT AND CONTRACT ADMINISTRATION BRANCH**

■ **Professional Services (Non-Facilities)**

Requests for Proposal (RFP) Issued	51
Contracts Issued	345
Value of Contracts Issued	\$237,398,948
Work Orders Issued	350
Value of Work Orders	\$13,770,000

■ **Goods & General Services (Stock/Non Stock)**

Contracts Awarded	57
Value of Contracts Awarded	\$246,986,809

■ **Toshiba Unified Print Program**

Cost Prior to Implementation	\$12.7 million
Spend in FY 15-16	\$7.8 million
Estimated Savings for FY 15-16	\$4.9 million

■ **Credit Card Program**

P-Cards Issued	1,300
Other Cards Issued (Travel, Fuel, Toshiba, etc.)	1,680
Transactions for all card programs	105,865
Total Spent for all card programs	\$35 million

■ **Travel**

Trips Settled in FY 15-16	13,081
Value of Trips Settled in FY 15-16	\$7 million

■ **Vendor Management**

Total Vendors Registered	12,785
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■ **Professional Services (Facilities)**

Requests for proposal (RFP) Issued	35
Contracts Issued	195
Value of Contracts Issued	\$134,616,529.58
Amendments Issued	342
Value of Amendments Issued	\$256,802,045.82

■ **Formal Construction Contracts**

Contracts Awarded	43
Value of Contracts Awarded	\$57,294,757.00

■ **Job Order Contracts**

Active Contracts	77
Job Orders Issued	282
Value of Job Orders Issued	\$39,984,241.04

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## FACILITIES CONTRACTS

### ■ Design Build

17,250 Contracts \$47,686,888.00

### ■ Lease-Lease Back

17,406 Contracts None

### ■ Prequalification

Prequalified Prime Contractors 156  
 Prequalified MEPs 110  
 Prequalified Safeties 356

### ■ General Stores

Inventory items stocked 2,629  
 Orders filled 43,219  
 Line items picked 384,380  
 Sales \$38.6 mil  
 Number of schools/offices serviced 1,439

### ■ Food Distribution

Inventory Items stocked 454  
 Orders filled 75,363  
 Line items picked 838,843  
 Sales \$78 mil  
 Number of schools/office serviced 788

### ■ Surplus Property & Recycling

Surplus property (salvage) deliveries received 2,122  
 Number of online auction sales 245  
 Total weight (lbs.) of recycled E-waste 1,138,995

### ■ Truck Operations

Average delivery stops per day 1,920  
 Mail bags picked up & delivered daily 1,200

### ■ Mail Unit

Pieces of mail handled per year 13 million

### ■ Reprographics Services

Work requests processed 1,650  
 Dollar value of work requests \$4.2 million

**The Office of Educational Services (OES)** consists of six Divisions: Beyond the Bell, Food Services, Office of Environmental Health and Safety, Procurement Services, Student Health and Human Services, and Transportation Services.

#### Our Mission

To serve the academic, social-emotional, and physical needs of every student, so that teachers can teach and students can learn.

#### Our Vision

To be the leader in delivering a safe, healthy, and nurturing learning environment where all students graduate ready for success.

Find out more at <http://achieve.lausd.net/oes>

