



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 2018-19

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	27
Contracts Issued	420
Value of Contracts Issued	\$366,699,504
Work Orders Issued	1,252
Value of Work Orders	\$68,785,531

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

Contracts Issued	74
Value of Contracts Issued	\$260,359,816

Toshiba Unified Print Program

Cost Prior to Implementation	\$12.7 million
Spent	\$8.0 million
Estimated Savings	\$4.7 million

Credit Card Program

P-Cards Issued	1,315
Others Cards Issued (Travel/Fuel/Toshiba, etc.)	1,804
Transactions for All Card Programs	109,397
Total Spent for All Card Programs	\$36.4 million

Travel

Trips Settled	8,795
Value of Trips Settled	\$6.1 million

Vendor Management

Total Vendors Registered	16,947
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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

Los Angeles Unified School District **PROCUREMENT SERVICES DIVISION**
FINGERTIP FACTS FOR FY 2018-19

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	89
Value of Contracts Issued	\$57,084,913
Task Orders Issued	1,481

Formal Construction Contracts

Contracts Issued	95
Value of Contracts Issued	\$276,850,335

Job Order Contracts

Active Contracts	58
Job Orders Issued	187
Value of Job Orders Issued	\$43,986,974

Design/Build

Contracts Issued	1
Value of Contracts Issued	\$144,634,722

Prequalification

Prequalified Contractors	404
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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	2,677
Orders Filled	46,305
Line Items Filled	526,487
Sales	\$56,072,966
Number of Schools/Offices Served	1,789

Foods Distribution

Inventory Items Stocked	622
Orders Filled	79,599
Line Items Filled	1,093,457
Sales	\$83,942,784
Number of Schools/Offices Served	717

Surplus Property & Recycling Annex

Surplus Property (Salvage) Pick-ups	2,569
Total Cost Avoidance to Schools & Offices	\$4,694,676
Deliveries to Schools & Offices	817
Number of Repurposed Items	19,467
Number of Online Auction Sales	3,069
Public Auction Sales Amount	\$652,363
Number of Visitors on Site	3,582
Total Recycled Sales	\$60,113
Total Weight (lbs.) of Recycled E-waste	836,872

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	2,185
Dollar Value of Work Requests	\$5.1 million