

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 1/3/06
Department Name: Public Works
Department No.: 054
Agenda Date: 01/17/2006
Placement: Administrative
Estimate Time: None
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Phillip M. Demery, Director Public Works

STAFF CONTACT: David H Rickard, Public Works Project Manager, ext 8761
Dace Morgan, Engineering Section Manager, ext 3047

SUBJECT: Public Works' Procurement Policy for Local, State and Federal Disasters

Recommendation:

That the Board of Supervisors:

1. Adopt the Public Works Department's Procurement Policy for Local, State and Federal Disasters regulated by the County of Santa Barbara, Governor's Office of Emergency Services (OES), Department of Homeland Security-Federal Emergency Management Agency (FEMA) and the Office of the Inspector General (OIG).

Alignment with Board Strategic Plan:

The recommendation is primarily aligned with Goal No. 1. An Efficient Government Able to Anticipate and Respond Effectively to the Needs of the Community.

Executive Summary and Discussion:

The County of Santa Barbara was inundated by winter storms in 1998 and 2005, with a majority of the damage sustained to County infrastructure such as roads and debris basins. During these winter storms, your Board followed standard protocol used during previous disasters and adopted a Board resolution proclaiming the existence of a Local Emergency (which was then followed by both a Gubernatorial and a Presidential proclamation declaring the storms a disaster). In an effort to ensure that the safety of County residents was not compromised, the resolution enabled departments to enter into emergency contracts with a relaxing of normal bid requirements. Since the costs of the disaster recovery efforts were eligible for federal reimbursement by the Federal Emergency Management Agency (FEMA), the procurement process used by the County during the disaster was scrutinized to ensure that the County received the most competitive bid possible during the disaster.

In an effort to learn from this experience, an Executive Committee composed of County staff was formed to develop a disaster procurement policy to address FEMA's concerns. The Executive Committee members included the County Executive Office, Office of Emergency Services, Public Works Department, Parks Department, Sheriff's Department, County Counsel, Auditor-Controller, General Services and the Committee received input from FEMA and the Office of the Inspector General (OIG) representatives. A procurement policy tailored to Public Works was created and accompanies this Board letter for approval.

The highlights of the procurement policy include:

- The establishment of blanket purchase orders in advance of a disaster with a list of eligible contractors (contractor list to be determined annually).
- During the first fourteen days of a proclaimed disaster, all necessary debris removal and emergency opening work shall be completed through the use of the established blanket purchase orders and/or Board contracts specifically for emergency response. All work must include a written scope of work and a “not-to-exceed-amount” agreed upon by the County and Contractor’s representatives.
- After fourteen days of the declared emergency, construction work (debris removal, emergency opening and permanent restoration) shall be completed by the Santa Barbara County Procurement Process for informal bidding which involves the following steps: (1) telephone invitations to a minimum of 3 qualified contractors, (2) basic specifications and a written scope of work, (3) job walk with prospective bidders, (4) submitted sealed bids within 24 hours, and (5) immediate commencement of work.
- No permanent restoration work shall commence without a competitive bid, unless the situation warrants this to protect the health and safety of the public.

Given the various types of disaster scenarios and the differing contracting needs of various County departments during a disaster, there needs to be some flexibility in developing procurement policies. For example, while Public Work’s procurement policy offers useful guidelines for other departments to follow, it is best suited for a department tasked with disaster recovery efforts related to infrastructure. Since the likelihood of another weather-related disaster is greater in the winter months, the Executive Committee has decided that Public Works’ procurement policy should be adopted as expeditiously as possible while the Committee continues to work toward crafting additional procurement policies that would encompass the needs of the other County departments during a disaster.

Mandates and Service Levels:

While there is no direct impact to mandates and service levels, the Board’s approval of Public Works’ Procurement Policy for Local, State and Federal Disasters will enhance the department’s ability to effectively respond to future disasters and to fully comply with external requirements pertaining to disaster recovery reimbursements.

Concurrences:

County Executive Office
Purchasing Department
County Counsel
Auditor-Controller
Office of Emergency Services

Attachment:

Public Works Procurement Policy