



MENDOCINO COUNTY – GENERAL SERVICES AGENCY

MONTHLY OPERATIONAL UPDATE

Overview

2022 Building Maintenance Work Orders:

- Year to Date Work Orders Received: **1437 Work Orders**
- Completed: **1405**
- Work Orders Open: **217**

Purchasing Violations:

Public Health has been issued a Purchasing Violation for violating Policy No. 1, Section 3.1 Goods, reads as follows: "County Code Sec. 2.32.060 060 "Purchasing Procedures" requires that in the event the Purchasing Agent or designee purchases any individual item (as distinct from the total contract) costing more than Ten Thousand Dollars (\$10,000) without securing competitive bids or quotations thereon, the Purchasing Agent or designee shall report such action to the Board of Supervisors through the Chief Executive Officer, with his/her reasons therefore; and provided, further, that if the Purchasing Agent or designee does call for competitive bids or quotations and accepts any bid or quotation other than the lowest upon any individual item costing more than Ten Thousand Dollars (\$10,000), the Purchasing Agent or designee shall likewise report such fact to the Board of Supervisors through the Chief Executive Officer." The purchase of vaccine supplies, Invoice 19726309, for \$15,097.70 was in violation of Policy No. 1 and Government due to no Exception to Bid or competitive bidding process. The purchase of vaccine supplies, Invoice 20087325, \$8,704 and Invoice 20075988, \$8,704 are both confirming Purchase Orders and a violation of Policy No. 1.

December:

- Facilities answered ten (10) after hours emergencies this month for a total of forty-four and one quarter (44.25) hours of OT.