



COUNTY OF MENDOCINO

Executive Office

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The Contract Unit works directly with departments Countywide to execute contracts and amendments ensuring alignment with County Policy. Since April 2024, the Contract Unit has administered review processes for over 2,000 contract items, including over 240 items with effective dates on or after July 1, 2025. Additionally, the Contract Unit began processing contracts for the distribution of funding to the twenty-one local fire districts/agencies that receive funding from Measure D, Measure P, and Proposition 172. These contracts include Fiscal Year 2024-25 funding for Q2, as well as the remaining Measure D funding for Fiscal Year 2022-23. Finally, the Contract Unit continues to work closely with the CEO, the Purchasing Agent, the Auditor-Controller's Office, County Counsel, and other County staff to revise the County's Leasing and Contracting Policy (Policy No. 1).

PUBLIC RESOURCES:

Mendocino County maintains a publicly accessible portal where fully executed contracts can be viewed. The initial search screen of the portal allows users to search all County contracts by Department, Contract Number, Approving Authority, Contractor, and/or Keyword. The list generated by the initial search request can be further refined if needed.

<https://contracts.mendocinocounty.org>

PROJECTS:

Fire District Agreements: The Board of Supervisors recently approved an allocation of Fiscal Year 2024-25 (Q2) Measure D, Measure P, and Proposition 172 funds to the twenty-one local fire districts/agencies. The Board of Supervisors additionally approved an allocation of remaining Fiscal Year 2022-23 Measure D funds to be distributed evenly among the twenty fire districts/agencies that receive Measure D funding. The Contract Unit is currently processing these contracts. It is anticipated that they will be fully executed before the end of July 2025.

Policy 1: The Contract Unit continues to work closely with the CEO, Purchasing, the Auditor-Controller's Office, County Counsel, and other County staff to prepare a revised draft of the County's Purchasing, Leasing and Contracting Policy (Policy No. 1). It is anticipated that a preliminary draft will be sent to Department Heads to review before the end of July, with the goal of submitting it to the Board for review in September 2025.

CONTRACT REVIEW TIMES: For items routed since May 1, 2024, the average review time processed through Cobblestone was approximately eleven (11) working days (not counting weekends or holidays). This timeframe is from the day the Department Head electronically approves the execution of a contract to the day it is released from Cobblestone with County Counsel, Risk, and Executive Office signatures. It does not include any additional time required for departmental processes either before or after routing through Cobblestone (e.g., RFP administration, contract negotiation, vendor pre-approval and signing, or the time required to submit a contract to the Board of Supervisors for approval).