



COUNTY OF MENDOCINO

Executive Office

DARCIE ANTLE
CHIEF EXECUTIVE OFFICER
CLERK OF THE BOARD

501 Low Gap Rd. Room 1010
Ukiah, CA 95482

Email: ceo@mendocinocounty.gov
Website: www.mendocinocounty.gov

Office: (707) 463-4441
Fax: (707) 463-5649

The Contract Unit works directly with departments Countywide to execute contracts and amendments to ensure alignment with County Policy. Since April of 2024, the Contract Unit has administered review processes for over 2,350 contract items, including over 460 items with effective dates on or after July 1, 2025. Additionally, the Contract Unit finalized contracts for distribution of funding to the twenty-one local fire districts/agencies that receive funding from Measure D, Measure P, and Prop 172. These contracts distribute Q4 funding for Fiscal Year 2024-25. Finally, as a result of the Board's first review of revisions to the County's Leasing and Contracting Policy (Policy No. 1) on October 7, 2025, the Contract Unit continued to update Cobblestone approval workflows to align with new requirements.

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 (Q4) Measure D, Measure P, and Prop 172 funds to the twenty-one local fire districts/agencies. The Contract Unit finalized these contracts and worked with the fire agencies to execute them. All were executed by the end of October 2025.

Policy 1: The Contract Unit continues to make adjustments to Cobblestone workflows for contract review in anticipation of the Board's final approval of updates to County Policy No. 1, currently planned for the December 16 Board meeting. Some of these updates include consolidating processes related to documentation of the County's bidding requirements with the related contract, which will allow for increased efficiency and faster review times. Other updates will add an IT review option for computer hardware/software contracts.

CONTRACT REVIEW TIMES: For items routed since May 1, 2024, the average review time as 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 execution of a contract to the day it's 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).