



COUNTY OF ORANGE PURCHASE ORDER COUNTY PROCUREMENT OFFICE

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VENDOR: VC0000002857: W W GRAINGER INC

310 E BALL RD

ANAHEIM, CA 92805-6312

VENDOR CONTACT: RACHEL KAIZOJI

562-217-2678

rachel.kaizoji@grainger.com

DEPARTMENT: Ronald Freeman

CONTACT: 714-347-8639

Ronald.Freeman@da.ocgov.com

PROCUREMENT: ROGER CHANG

CONTACT: n/a

roger.chang@da.ocgov.com

PURCHASE ORDER NUMBER:

PO-026-16011721

Version Number: 1

Modification Number: 0

ORDER TOTAL: \$3,290.87

ORDER DATE: 04/22/2016

PROCUREMENT FOLDER: C006922

BOARD AWARD NUMBER:

BOARD AWARD DATE:

CONFIRMING ORDER: No

PROCUREMENT TYPE: Retroactive

CONTRACT TYPE: Commodity

CITED AUTHORITY: DPA: Contract Policy Manual
Thresholds Allow

Order Summary: Uniforms for Public Administrator personnel
Retroactive Purchase Order to pay Invoice # 9003372704

Project #: 4028963

Per county RCA MA-017-11011808

SHIP To: DISTRICT ATTORNEY: PUBLIC ADMINISTRATOR

SUPERVISING DEPUTY PA (714)347-0558

401 CIVIC CENTER DR W

STE 418

SANTA ANA, CA 92701-4515

Delivery Date:

FOB: FOB Dest, Freight Prepaid

Shipping Method: Vendor Delivery

Delivery Type:

BILL To: DISTRICT ATTORNEY: PUBLIC ADMINISTRATOR

ACCOUNTS PAYABLE

PO BOX 22014

SANTA ANA, CA 92702-2014

COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Tax Amount	Line Total
1	0.00		\$0.00	\$3,290.87	01/20/2016	06/30/2016	\$3,290.87	\$0.00	\$3,290.87

Commodity Code: 68000 - POLICE AND PRISON EQUIPMENT AND SUPPLIES

Uniforms for Public Administrator personnel

Per Invoice #: 9003372704

ACCOUNTING LINE INFORMATION

Line	Fund	Dept	Budget Control	Unit	Object	Sub Object	Dept Object	Job Number	Line Total
1	100	026	029	1100	0600				\$3,290.87

APPROVALS

Date	Status Before	Status After	Approver
04/14/2016 09:57:12 AM	Pending	Rejected	nevarez.anna1
04/22/2016 02:55:51 PM	Pending	Approved	nevarez.anna1
04/22/2016 03:10:19 PM	Pending	Approved	anastaci.nargis1



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VENDOR: VC0000016419: SURFING HERITAGE FOUNDATION

110 CALLE IGLESIA

SAN CLEMENTE, CA 92672-7502

VENDOR CONTACT: BARRY HAUN

949-388-0313

barry@surfingheritage.org

DEPARTMENT: JUSTIN SIKORA

CONTACT: 714-973-6619

PROCUREMENT: JENNY DANIELS

CONTACT: N/A

JENNY.DANIELS@OCCR.OCGOV.COM

PURCHASE ORDER NUMBER:

PO-012-16011610

Version Number: 2

Modification Number: 1

ORDER TOTAL: \$1,500.00

ORDER DATE: 06/16/2016

PROCUREMENT FOLDER: C005339

ORDER SUMMARY: PARKS - PHOTO COLLECTION EXHIBIT AT OLD COUNTY COURTHOUSE
ENCUMBRANCE FOR CONTRACT PERIOD MARCH 4, 2016 - JULY 1, 2016

AUDITOR-CONTROLLER, PLEASE ISSUE A REQUEST FOR CHECK TO SURFING HERITAGE AND CULTURE CENTER IN THE AMOUNT OF \$1,500.00 FOR ART BREWER PHOTO COLLECTION EXHIBIT

CHECK TO BE MAILED TO VENDOR. PLEASE USE PAYMENT ADDRESS 110 CALLE IGLESIA, SAN CLEMENTE, CA 92672

FOR OCCR REFERENCE ONLY: RX 1158740

SHIP To: OC COMMUNITY RESOURCES: OC PARKS/COURTHOUSE

211 W SANTA ANA BLVD

SANTA ANA, CA 92701

Delivery Date:

FOB:

Shipping Instructions:

Shipping Method:

Delivery Type:

BILL To: OC COMMUNITY RESOURCES: ACCOUNTS PAYABLE

1770 N BROADWAY

SANTA ANA, CA 92706-2606

Billing Instructions:

COMMODITY / SERVICE INFORMATION									
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Tax Amount	Line Total
1	0.00		\$0.00	\$1,500.00	03/04/2016	07/01/2016	\$1,500.00	\$0.00	\$1,500.00
COMMODITY CODE: 97105 - BOOTH, CONVENTION/EXHIBIT, RENTAL OR LEASE PHOTO COLLECTION EXHIBIT									



Executed by the Authority of the
County Purchasing Agent

**VENDOR COPY
MODIFICATION**



County Executive Office

Memorandum

July 5, 2016

To: Rob Richardson, County Procurement Officer *SRW*
From: Selina Chan-Wychgel, Fiscal Services Manager
Subject: Retroactive Contract Approval Request - One Source

A Retroactive Contract Approval Request Form for One Source and associated invoice dated 12/16/15 in the amount of \$3,747.64 that required payment was submitted for review and approval through the OC Procurement Support Center on 6/7/16. This request has since been approved on 6/30/16.

Instructions were received on 6/30/16 from the Procurement Support Center with guidance in regards to the processing of the retroactive payment through a Purchase Order. However, as a result of the vendor inquiring on multiple occasions and most recently on 6/23/16 through emails in regards to payment status of the 180 days past due invoice, on 6/24/16, Fiscal Services had requested advice from the County Procurement Office (CPO) via the OC Procurement Support Center in regards to whether payment could be made and if invoice should be paid through a Cal-Card or Purchase Order. Also, a separate email was sent to CPO staff on this same date for advice, in which it was communicated to Fiscal Services that request had been approved, in which CPO was in the process of uploading the approved request to the on-line ticket. In addition, it was stated that approved document would be routed back to Fiscal Services the following week. Guidance from CPO was provided through email to proceed with the submittal of an Expediter to process the retroactive payment, in which the Retroactive Contract Approval Request Form was attached; however, the signature of the County Financial Officer was not included. Fiscal Services followed the instruction provided and communicated back to CPO on 6/24/16 through email that an Expediter would be submitted and payment would be processed through a Cal-Card to expedite payment to the vendor. Hence, payment to the vendor was completed on 6/24/16, even though the Retroactive Approval Request Form was not fully executed.

On 6/28/16, CPO had responded to the previous correspondence from Fiscal Services, providing guidance that retroactive payments approved via the retroactive form cannot be paid through the Cal-Card and payment processing must be conducted through the

(Retroactive Contract Approval Request - One Source)

July 5, 2016

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creation of a Purchase Order. As the Cal-Card payment was already completed on 6/24/16, the charges through this process could not be reversed.

As Fiscal Services is now fully knowledgeable of the Retroactive Contract Approval policy, any retroactive payments in the future will be processed by the establishment of a Purchase Order, allowing the contract information to be posted on the Financial Transparency website.



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VENDOR: VC0000005032: COOPERATIVE PERSONNEL SERVICES

241 LATHROP WAY

SACRAMENTO, CA 95815-4242

VENDOR CONTACT: VERONICA LARA

916-263-3600

DCOUSINS@CPS.CA.GOV

DEPARTMENT SHAWNNA TERZOLI

CONTACT: 714-834-5965

PROCUREMENT LORENA QUIRARTE

CONTACT: N/A

LQUIARTE@ocsd.org

PURCHASE ORDER NUMBER:

PO-060-17010925

Version Number: 1

Modification Number:

ORDER TOTAL: \$1,578.50

ORDER DATE: 11/14/16

PROCUREMENT FOLDER: C006136

BOARD AWARD NUMBER:

BOARD AWARD DATE:

CONFIRMING ORDER: No

PROCUREMENT TYPE: One (1) Quote

CONTRACT TYPE: Commodity

CITED AUTHORITY: DPA: Contract Policy Manual Thresholds Allow

Order Summary: TESTING MATERIALS FOR SERGEANT EXAM
***** RETROACTIVE PURCHASE OVER \$500 *****

SHIP To: SHERIFF-CORONER: PROFESSIONAL STANDARDS

320 N FLOWER ST

SANTA ANA, CA 92703-5000

Delivery Date:

Shipping Method:

Delivery Type:

FOB: FOB Dest, Freight Prepaid

BILL To: SHERIFF-CORONER: PROFESSIONAL STANDARDS

320 N FLOWER ST

SANTA ANA, CA 92703-5000

COMMODITY / SERVICE INFORMATION									
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Tax Amount	Line Total
1	0.00000		\$0.00	\$1,578.50	03/01/16	02/28/17	\$1,578.50	\$0.00	\$1,578.50

Commodity Code: 78590 - Test and Test Scoring Devices: Achievement, Aptitude, Intell
TESTING MATERIALS FOR SERGEANT EXAM

ACCOUNTING LINE INFORMATION									
Line	Fund	Dept	Budget Control	Unit	Object	Sub Object	Dept Object	Job Number	Line Total
1	100	060	060	5461	2400				\$1,578.50

APPROVALS				
Date	Approver	Approval Level	Status Before	Status After
11/14/2016 09:23:59 AM	tipping.dwight1	1	Pending	Approved



COUNTY OF ORANGE

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VENDOR: VC0000016723: RESOURCES CONNECTION INC

17101 ARMSTRONG AVE STE 100

IRVINE, CA 92614-5742

VENDOR CONTACT: BRENT WATERS

714-241-6980

brent.waters@rgp.com

DEPARTMENT Diane Burnes

CONTACT: 714-834-7625

dburnes@ttc.ocgov.com

PROCUREMENT LORENA BOGARIN

CONTACT:

lbogarin@ttc.ocgov.com

PURCHASE ORDER NUMBER:

PO-074-16012653

Version Number: 1

Modification Number:

ORDER TOTAL: \$9,999.00

ORDER DATE: 06/23/2016

PROCUREMENT FOLDER: C000240

BOARD AWARD NUMBER:

BOARD AWARD DATE:

CONFIRMING ORDER: No

PROCUREMENT TYPE: Retroactive

CONTRACT TYPE: Service

CITED AUTHORITY: DPA: Contract Policy Manual
Thresholds Allow

REASON MODIFIED:

Order Summary: Professional Services

Ref: PR#261

One-time payment to Resources Global Professionals (RGP) for professional search services.

SHIP To: COUNTY OF ORANGE

TREASURER-TAX COLLECTOR

625 N ROSS ST

BLDG 11 STE G-11

SANTA ANA, CA 92701-4057

Delivery Date:

Shipping Method:

Delivery Type:

FOB:

Shipping Instructions:

BILL To: COUNTY OF ORANGE

TREASURER-TAX COLLECTOR

PO BOX 4515

SANTA ANA, CA 92702-4515

Billing Instructions:

COMMODITY / SERVICE INFORMATION										
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Tax Amount	Line Total	
1	0.00		\$0.00	\$9,999.00	06/01/2016	06/30/2016	\$9,999.00	\$0.00	\$9,999.00	
Commodity Code: 96258 - Professional Services (Not Otherwise Classified) Professional Services (Not Otherwise Classified)										
ACCOUNTING LINE INFORMATION										
Line	Fund	Dept	Budget Control	Unit	Object	Sub Object	Dept Object	Job Number	Line Total	
1	100	074	074	2100	1900				\$9,999.00	

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VENDOR: VC0000011577: TRADITIONAL FUNERAL SERVICES INC

24000 ALICIA PKWY STE 265 # 17

MISSION VIEJO, CA 92691-3929

VENDOR CONTACT: ROBIN MARQUEZ
714-720-3041
robinmarquez@yahoo.com

DEPARTMENT: LESLEY TREJO
CONTACT: 714-647-3461

PROCUREMENT: MARIA AYALA
CONTACT: N/A
MAYALA@OCS.D.ORG

PURCHASE ORDER NUMBER:
PO-060-17010258

Version Number: 1 Modification Number:

ORDER TOTAL: \$4,725.00

ORDER DATE: 08/11/2016
PROCUREMENT FOLDER: C003310
BOARD AWARD NUMBER:
BOARD AWARD DATE:
CONFIRMING ORDER: Yes
PROCUREMENT TYPE: Retroactive
CONTRACT TYPE: Service
CITED AUTHORITY: DPA: Contract Policy Manual
Thresholds Allow

Order Summary: PAYMENT OF RETROACTIVE INVOICE 3702.
PO ISSUED FOR PAYMENT OF RETROACTIVE INVOICE #3702 PER CPO APPROVAL ATTACHED.

DEPT CODING: 100-060-060-5454-1900

SHIP To: SHERIFF-CORONER: CORONER DIVISION

1071 W SANTA ANA BLVD

SANTA ANA, CA 92703

Delivery Date:
FOB:

Shipping Method:

Delivery Type:

BILL To: SHERIFF-CORONER: CORONER DIVISION

1071 W SANTA ANA BLVD

SANTA ANA, CA 92703

COMMODITY / SERVICE INFORMATION										
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Tax Amount	Line Total	
1	0.00		\$0.00	\$4,725.00	04/14/2016	10/31/2016	\$4,725.00	\$0.00	\$4,725.00	

Commodity Code: 95264 - Mortuary and Funeral (Including Crematory Services)
Mortuary and Funeral (Including Crematory Services)

ACCOUNTING LINE INFORMATION									
Line	Fund	Dept	Budget Control	Unit	Object	Sub Object	Dept Object	Job Number	Line Total
1	100	060	060	5454	1900				\$4,725.00

APPROVALS			
Date	Status Before	Status After	Approver
08/11/2016 05:44:20 PM	Pending	Approved	prudenci.olivia1

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VENDOR: VC0000000433: PREFERRED TOWING

32891 CALLE PERFECTO

SAN JUAN CAPISTRANO, CA 92675-4728

VENDOR CONTACT: JR
949-493-1455

DEPARTMENT BECKY COLTMAN
CONTACT: 949-425-1959

PROCUREMENT MARIA AYALA
CONTACT: N/A
MAYALA@OCS.D.ORG

PURCHASE ORDER NUMBER:

PO-060-17010666

Version Number: 1 Modification Number:

ORDER TOTAL: \$3,677.00

ORDER DATE: 10/05/2016

PROCUREMENT FOLDER: C011026

BOARD AWARD NUMBER:

BOARD AWARD DATE:

CONFIRMING ORDER: No

PROCUREMENT TYPE: Retroactive

CONTRACT TYPE: Service

CITED AUTHORITY: DPA: Contract Policy Manual
Thresholds Allow

Order Summary: PAYMENT OF RETROACTIVE INVOICES
PO ISSUED FOR PAYMENT OF SEVERAL RETROACTIVE INVOICES ATTACHED WITH CPO APPROVAL RP0062-688

SHIP To: SHERIFF-CORONER: SOUTH NARCOTICS

11 JOURNEY

ALISO VIEJO, CA 92656

Delivery Date:
FOB:

Shipping Method:

Delivery Type:

BILL To: SHERIFF-CORONER: SOUTH NARCOTICS

11 JOURNEY

ALISO VIEJO, CA 92656

COMMODITY / SERVICE INFORMATION									
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Tax Amount	Line Total
1	0.00		\$0.00	\$3,677.00	02/09/2016	10/05/2016	\$3,677.00	\$0.00	\$3,677.00

Commodity Code: 96890 - Vehicle Towing and Storage
Vehicle Towing and Storage

ACCOUNTING LINE INFORMATION									
Line	Fund	Dept	Budget Control	Unit	Object	Sub Object	Dept Object	Job Number	Line Total
1	100	060	060	1406	1900				\$1,500.00
2	100	060	060	1404	1900				\$1,150.00
3	100	060	060	1403	1900				\$1,027.00

APPROVALS			
Date	Status Before	Status After	Approver
10/05/2016 08:07:59 AM	Pending	Approved	tipping.dwight1

