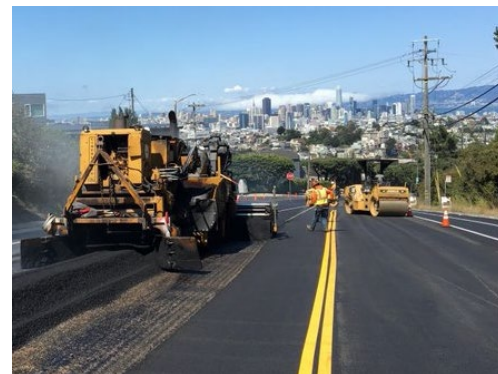
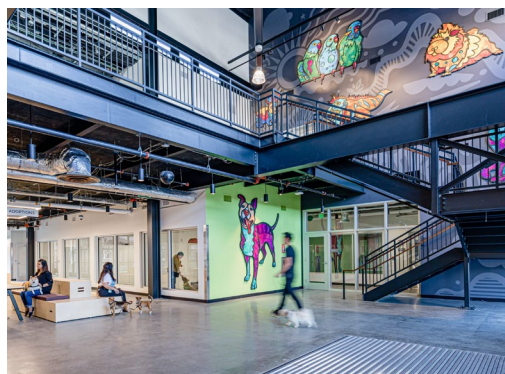
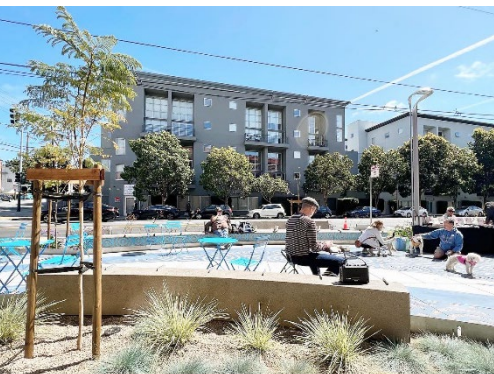




August 25, 2022

# Contracts Overview

Alex Burns  
Manager of Contract Administration





# San Francisco Governing Documents

## San Francisco, a Charter City

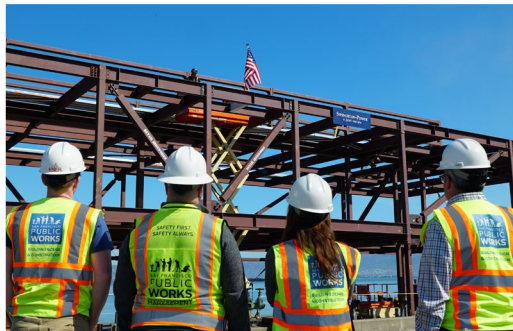
### Relevant Administrative Codes:

- Chapter 6
- Chapter 21
- Chapter 21G

The screenshot displays the American Legal Publishing Corporation website interface. The top navigation bar includes a search function and document management options like 'Print', 'Save', 'Email', and 'Help'. A sidebar on the left lists the 'San Francisco Charter' and its various administrative codes, such as 'ADMINISTRATIVE CODE', 'THE SAN FRANCISCO CODES', and 'CHAPTER 1: GENERAL PROVISIONS'. The main content area shows the title 'CHARTER' and a notice that the charter was last amended on June 5, 2018. Below this, there is a link to a 'Comprehensive Ordinance Table'. The official seal of the City and County of San Francisco is prominently displayed. At the bottom, contact information for American Legal Publishing Corporation is provided, including their address in Cincinnati, Ohio, phone and fax numbers, and website URL. A disclaimer at the very bottom states that the documents are for informational purposes only and should not be relied upon for legal action.

# Administrative Code Chapter 6

**Outlines rules and regulations for selecting and contracting for the design, management and construction of public work projects.**



# Administrative Code

## Chapter 6

### Types of Contracts:

- Design-Bid-Build
- Design-Build
- Construction Manager / General Contractor (CM/GC)
- Best Value
- Job Order Contracting
- Negotiation Upon Failure of Bids
- Defined Scope Professional Services
- Emergency
- As-needed Professional Services and Construction



City and County of San Francisco  
SAN FRANCISCO PUBLIC WORKS

### SAN FRANCISCO CITY HALL ELEVATOR MODERNIZATION

SOURCING EVENT ID No. 000006607  
(PW SF CITY HALL ELEV MDRNZTN)

### PROJECT MANUAL

(Division 0 to 26)

JULY 2022



# Administrative Code

## Chapter 21

### PROFESSIONAL SERVICES



**services that require extended analysis... and/or the specialized type of knowledge or expertise**

**Examples:**  
accountants, software developers and financial consultants

### GENERAL SERVICES



**more common, non-professional services**

**Examples:**  
janitorial, security guard, pest control, and landscaping service

### COMMODITIES



**products, including materials, equipment and supplies**

**Examples:**  
doorknobs, shovels, brooms, screws, toilet paper

# Administrative Code

## Chapter 21

**OFFICE OF CONTRACT ADMINISTRATION**

Welcome to the City and County of San Francisco's Office of Contract Administration (OCA), a division of the City's Administrator's Office. We support the procurement of goods and services to provide the people of San Francisco with essential governmental services.

**PURCHASING & CONTRACTING GUIDELINES**

**GRANT AWARD GUIDELINES (City as Grantor)**

**SUPPLIER QUICK LINKS**

**PROCUREMENT TRAINING**

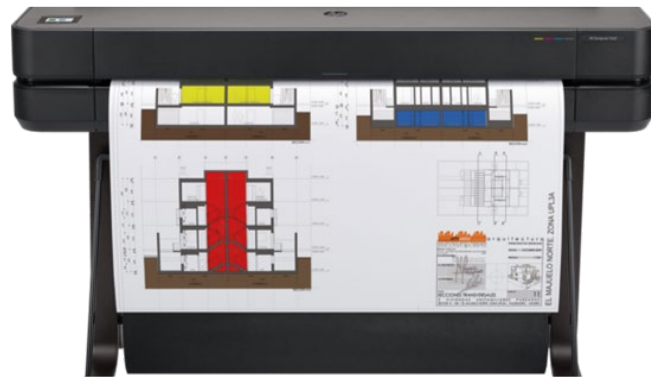
**GREEN PURCHASING GUIDELINES**

**OTHER CITY AGENCIES**

# Administrative Code Chapter 21

**A 1993 charter amendment  
that changed the City's  
purchasing procedures.**

Expedited process for small  
quick procurement.

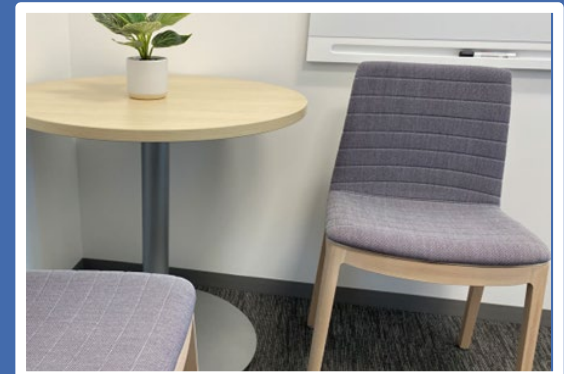


Last year,  
Public Works issued

**1,350**

purchase orders  
worth approximately

**\$2 million**





# Administrative Code

## Chapter 21G - Grants

**Contracting guidelines for grants.  
Grants are awards of funds to a  
grantee that have a "public purpose"**





# Additional Administrative Code Provisions

CHAPTER

## 14B

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local business  
enterprise (LBE)  
program

CHAPTER

## 12B

---

non-discrimination  
in contracts  
(equal benefits)

CHAPTER

## 12X

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ban against  
contracting in  
discriminatory  
states



**Thank you!**