

March 4, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

**REQUEST TO AUTHORIZE THE PURCHASING AGENT TO ISSUE  
CONFIRMING PURCHASE ORDERS TO VARIOUS VENDORS TO ALLOW THE  
SHERIFF'S DEPARTMENT TO PROCESS PAYMENT ON OUTSTANDING INVOICES  
FOR VARIOUS SERVICES AND SUPPLY ORDERS  
(ALL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Purchasing Agent to issue a confirming purchase order to American Office Interiors, also known as American Office Products, in the sum of \$10,269 to permit the Sheriff's Department to pay for furniture received on June 11, 2002, for the Chatsworth Court.
2. Authorize the Purchasing Agent to issue a confirming purchase order to Broken Horn Saddlery in the sum of \$9,503 to permit the Sheriff's Department to pay for posse equipment received from September 2 through September 20, 2002, for Temple Station.
3. Authorize the Purchasing Agent to issue a confirming purchase order to Unisource in the sum of \$10,416 to permit the Sheriff's Department to pay for target paper received on October 18, 2002, for the Biscailuz Mobile Range.
4. Authorize the Purchasing Agent to issue a confirming purchase order to Pace Lithographers in the sum of \$10,514 to permit the Sheriff's Department to pay for printing services received in July and September 2002, for publication of the Reserve News.

5. Authorize the Purchasing Agent to issue a confirming purchase order to Radiological Specialists, Inc., in the sum of \$53,000 to permit the Sheriff's Department to pay for maintenance and repair of x-ray equipment in the Medical Services Bureau.
6. Authorize the Purchasing Agent to issue a confirming purchase order to FLIR Systems, Inc., in the sum of \$7,113 to permit the Sheriff's Department to pay for repairs effected in October 2001, for an infrared camera used on a Sheriff's helicopter.
7. Authorize the Purchasing Agent to issue a confirming purchase order to Wescam Sonoma, Inc., in the sum of \$9,960 to permit the Sheriff's Department to pay for repairs effected in May 2002, for an infrared camera used on a Sheriff's helicopter.
8. Authorize the Purchasing Agent to issue a confirming purchase order to Rotair Industries in the sum of \$7,150 to permit the Sheriff's Department to pay for aircraft parts.
9. Authorize the Purchasing Agent to issue a confirming purchase order to Heli-Mart, Inc., in the sum of \$9,421 to permit the Sheriff's Department to pay for aircraft parts.
10. Authorize the Purchasing Agent to issue a confirming purchase order to Ro-Wing Aviation, Inc., in the sum of \$20,122 to permit the Sheriff's Department to pay for aircraft parts.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this recommended action is to enable the Sheriff's Department to pay outstanding Services & Supply invoices totaling \$147,468. Board approval is required, as each invoice represents a purchase for services and/or supplies requested and received by Sheriff's Department personnel in violation of the County's purchasing guidelines.

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Five of the unauthorized purchase orders were previously discovered and mentioned in my November 20, 2002 letter to your Board. The other five were recently ferreted out as part of our continuing effort to identify all of our retroactive contracts and confirming purchase orders. We have provided remedial training to the personnel involved in these transactions and, where appropriate, initiated administrative investigations into their conduct. It remains our steadfast commitment to be in full compliance with all policies and protocol relating to purchase orders and contracts administration.

#### Implementation Of Strategic Plan Goals

The proposed recommendation supports the County and the Department's Strategic Plan for Service Excellence by providing the public with service that is beneficial and responsive.

#### **FISCAL IMPACT/FINANCING**

Funding in the amount of \$147,468 has been allocated in the Sheriff's Department's Fiscal Year 2002/2003 budget.

#### **FACTS AND PROVISIONAL/LEGAL REQUIREMENTS**

The invoices totaling \$147,468 are currently more than sixty days (60) past due. The vendors acted in good faith on orders believed to be valid.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The approval of this action will allow the Sheriff's Department to effectuate the payment for goods that have been received. Failure to approve this request may subject the Sheriff's Department to litigation, and may negatively impact the Sheriff's Department's relationship with these vendors.

#### **CONCLUSION**

Upon approval by the Board of Supervisors, the Executive Office is requested to return adopted copies of this letter to:

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1. Los Angeles County Sheriff's Department  
4700 Ramona Boulevard  
Monterey Park, CA 91754  
Attention: Commander Richard Martinez
  
2. Internal Services Department  
Purchasing Division  
1100 N. Eastern Ave, Room 102  
Los Angeles, CA 90063  
Attention: Joe Sandoval, Division Manager

Respectfully submitted,

LEROY D. BACA  
SHERIFF

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LDB:WTS:PKT:ALL:PAH:JET:dw  
(Fiscal Administration)

cc: Chief Administrative Officer  
Auditor-Controller  
Executive Officer, Board of Supervisors  
County Counsel  
Internal Services Department  
William T. Stonich, Undersheriff  
Larry L. Waldie, Assistant Sheriff  
Dennis C. Dahlman, Assistant Sheriff  
Paul K. Tanaka, Chief, Administrative Services Division  
Andrew L. Lamberto, A/Assistant Division Director, Administrative Services  
Division  
Patricia A. Hawkins, Director, Fiscal Administration  
Judi E. Thomas, Assistant Director, Fiscal Administration  
Martha Zavala, Assistant Director, Fiscal Administration  
Cathy Stapleton, Manager, Accounts Payable  
Chrono