

**Utility Buyer
(Class Code No. 1861)
Task List - 2020**

Solicitation and Contract Administration

1. Analyzes requisitions from source documents, including descriptions of items, proposal schedules, clauses, conditions, and delivery schedules and prepares purchase orders by indicating the type, quantity, and price of goods and services, in order to issue a solicitation or procure goods and services from vendors and suppliers.
2. Prepares bids or solicitations based on information included in requisitions, such as specifications, descriptions of items, proposal schedules, clauses, conditions, and delivery schedules, in order to provide comprehensive invitations for bid.
3. Analyzes bids for compliance with Department of Water and Power (DWP) specifications and compliance requirements in order to determine the most responsible and responsive bidders.
4. Reviews bid analysis tabulations and recap sheets for completeness by making various calculations, such as computing and reviewing totals, cash terms, extra charges, alternate proposals, and freight costs, in order to determine the lowest responsible bidders and to assist with the preparation of written recommendations of contract award by the General Manager or Board of Water and Power Commissioners.
5. Analyzes market conditions by examining previous purchases, obtaining informal quotes, and reviewing industry websites and price trends in order to determine whether cost estimates are fair and reasonable.
6. Transmits bids, supporting documents, and tabulation results electronically to the contract administrator in order to ensure compliance of submitted data to technical specifications.
7. Reviews specifications furnished by contract administrators or end-users, adding required purchasing data and clauses, amending incongruous or incomplete conditions or specifications in order to conform with Los Angeles City Charter, contract law requirements, and DWP regulations, including bonding and insurance requirements.
8. Prepares Requests for Proposals (RFPs) and incorporates bonds and insurance in order to ensure legal compliance with contracts.
9. Prepares purchase order adjustments (POAs) and contract amendments, such as price adjustments, change orders, adding and deleting items, updating item descriptions, and/or cancellations, by using an electronic procurement system in order to ensure that purchase orders and contracts are accurate and complete.

10. Prepares correspondence related to vendor performance, such as cure notices and breach of contract letters, in order to notify vendors of their non-compliance of contracts.
11. Identifies requisitions where the type of material or service being procured is applicable to social economic programs in order to ensure that the appropriate clauses and inclusion requirements are included in solicitations.
12. Identifies and applies social economic program preference in the bid tabulation by reviewing the bid responses and social economic program requirements in order to accurately tabulate the bid's results.
13. Reviews requisitions and supporting documents related to supply diversity programs, such as Small Business Enterprise (SBE), Disabled Veteran Business Enterprise (DVBE), and Emerging Business Enterprise (EBE), sufficient to ensure that the appropriate clauses and inclusion requirements are included in solicitations.

Oral and Written Communication

14. Contacts bidders and contractors by email, phone, and mail correspondence in order to obtain clarification of data and to prepare correspondence regarding bids, contractual matters, re-issuance of bids, and change orders.
15. Contacts contract administrator or end-users by email, phone, and mail correspondence in order to clarify and revise specifications and to determine acceptability of alternate proposals offered by vendors.
16. Prepares and responds in writing to vendor protests related to solicitation documents or contract awards in order to address issues or to provide a decision regarding the subject of the protest.
17. Confers with end-users, contract administrators, risk management, and/or the DWP's Legal Division in order to reconcile differences regarding recommendations of award of contracts and if necessary, retransmits bid analysis for reconsideration of recommendations.
18. Conducts pre-bid meetings, job walks, contract negotiation meetings, proposal evaluation committee meetings, debriefings, and contract kick-off meetings, in person and via WebEx, in order to ensure that information relative to solicitations or contracts is provided to stakeholders.

Other Related Duties

19. Trains Assistant Utility Buyers engaged in the purchasing of a variety of commodities for use in the Department of Water and Power in order to ensure goods and services are procured in accordance with the Los Angeles City Charter, Administrative Code, Department business policies, and standard procurement practices.

20. Maintains physical and electronic control records detailing the progress of purchase requisitions and status of contract documents in order to ensure the contract file is audit compliant.
21. Assists in the development of the list of bidders and contractor sources for procurement of departmental material, equipment and services in order to meet fiduciary responsibilities as it relates to the procurement of goods and services.
22. Uses the electronic Request-Solicit-Procure (eRSP) procurement system and Los Angeles Business Assistance Virtual Network (LABAVN) to prepare, issue, and post solicitations and addenda for goods and services, in order to ensure potential bidders are notified of information relative to bid opportunities.