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A dministration

# Proposition Q Analysis

March 2020  
Office of Contract Administration

2<sup>nd</sup> Quarter Fiscal Year 2019/2020

Sailaja Kurella  
*Acting Director and Purchaser*

City and County of  
San Francisco

City Hall, Room 430  
1 Dr. Carlton B. Goodlett Pl.  
San Francisco, CA 94102

Tel: (415) 554.6743  
Fax: (415) 554.6717  
Email: [oca@sfgov.org](mailto:oca@sfgov.org)

[www.sfgov.org/oca](http://www.sfgov.org/oca)



# What are Prop Q Purchases?

Pursuant to Chapter 21.03(a) of the Administrative Code, the Purchaser has delegated signature and approval authority to City departments for certain classes of commodities and general services (currently up to \$10,000 including tax and shipping)\*. These purchases are commonly referred to citywide as “Delegated Departmental Purchases” or, more often, “Prop Q Purchases.”

When exercising their Prop Q purchasing authority, departments are allowed to make certain purchases without a competitive bidding process but must exercise “good judgement” when placing their orders.

The following report is a summary of the Prop Q purchases that were made during the last quarter. The Office of Contract Administration (OCA), in collaboration with the Controller’s Office, periodically review Prop Q transactions to ensure compliance with the stated rules and regulations associated with these purchases.

\* See, Rules and Regulation Pertaining to the San Francisco Administrative Code, Chapter 21, Regulation 21.03(a).



# Prop Q Purchases for 2<sup>nd</sup> Q FY 2019/20

## Quick Snapshot

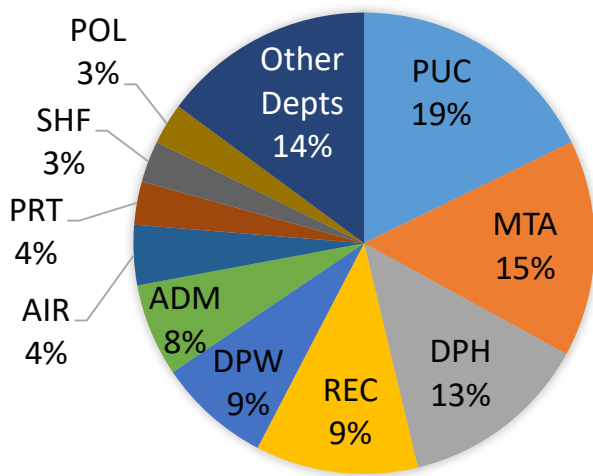
Total Prop Q Purchases (\$):	\$19.9 M
Total Prop Q Purchases from LBEs (\$):	\$5.3 M (27%)
Total Number of Transactions:	11,976
Total Number of Transactions with LBEs:	3,425 (28%)
Total Number of Prop Q Vendors:	1,591
Total Number of LBE Prop Q Vendors:	163 (10%)



# Proposition Q Procurement Analysis (Q2 Fiscal Year 2019/20) Total CCSF

<b>\$19.9 Million</b>	
<b>11,976 Transactions</b>	
LBE:	<b>\$5.3 Million (27%)</b>
Non-LBE:	<b>\$14.6 Million (73%)</b>

DEPARTMENT SPENDING  
% OF TOTAL PROP Q



Top Procurement Categories		
Description	\$	% of Total
Automotive Vehicles And Related Transportation Equipment	\$2,394,179	12%
Plumbing Equipment, Fixtures, And Supplies	\$349,181	2%
Laboratory Supplies: Asbestos Squares, Corks, Files	\$318,395	2%
General Maintenance And Repair, Vehicle	\$314,921	2%
Parts And Accessories, Automotive, Miscellaneous	\$286,775	1%
Janitorial Supplies, General Line	\$277,145	1%
Electrical Equipment And Supplies (Except Cable And Wire)	\$266,969	1%
Hospital And Surgical Equipment, Instruments, And Supplies	\$247,675	1%
All Categories	\$245,758	1%
Medical And Dental Equipment And Supplies	\$219,783	1%

Top Procurement Vendors		
Description	\$	% of Total
Vortech Industries	\$ 544,106	3%
Westwind Trading Co	\$ 499,265	3%
R & B Company	\$ 322,642	2%
T & S Trading & Enterprise Co	\$ 294,086	1%
Cummins Inc	\$ 269,971	1%
Speedy's Hardware	\$ 251,044	1%
Santora Sales	\$ 233,945	1%
Blaisdell's Business Products	\$ 230,280	1%
United Laboratories Inc	\$ 224,762	1%
Industrial Solutions	\$ 221,556	1%



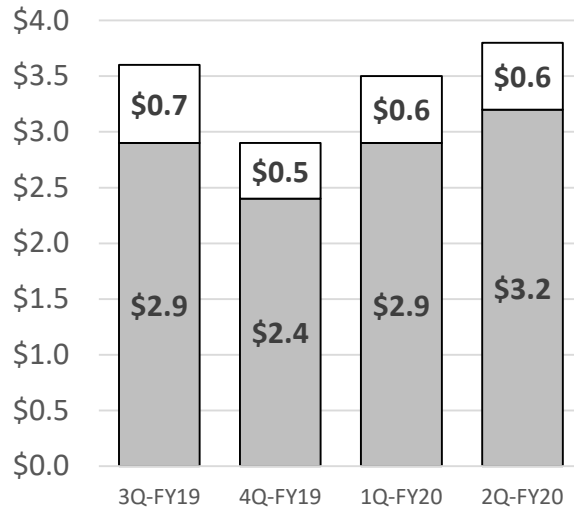
# Prop Q Procurement Analysis (Q2 Fiscal Year 2019/20)

PUC

<b>\$3.8 Million</b>	
<b>2,711 Transactions</b>	
LBE:	<b>\$636,061</b>
Non-LBE:	<b>\$3,175,208</b>

Top 10 Procurement Categories		
Description	\$	% of Total
Laboratory Supplies: Asbestos Squares, Corks, Files, Glass C	\$223,631	6%
Plumbing Equipment, Fixtures, And Supplies	\$216,617	6%
Electrical Equipment And Supplies (Except Cable And Wire)	\$180,137	5%
Plumbing Equipment And Supplies	\$101,079	3%
Miscellaneous Products (Not Otherwise Classified)	\$84,553	2%
Automotive Shop And Related Equipment And Supplies	\$66,978	2%
Miscellaneous Services, No. 1 (Not Otherwise Classified)	\$64,344	2%
Equipment Maintenance And Repair Services For General Equipment	\$60,117	2%
Machinery And Hardware, Industrial	\$59,373	2%
First Aid And Safety Equipment And Supplies (Except Nuclear)	\$57,120	1%

## Prop Q Spend per Quarter\*



■ Non-LBE □ LBE

\* \$ in millions

Top 10 Vendors		
Description	\$	% of Total
R & B Company	\$318,301	8%
Evantec Corp	\$143,137	4%
Cal-steam A Wolseley Company	\$103,247	3%
Gilmore Services, LLC	\$96,190	3%
VWR International LLC	\$93,797	2%
Government Scientific Source	\$77,781	2%
Mallory Safety & Supply LLC	\$56,222	1%
Bearing Engineering Co	\$50,835	1%
Cedar Sales	\$49,777	1%
Vortech Industries	\$49,000	1%

# Prop Q Procurement Analysis (Q2 Fiscal Year 2019/20)



<b>\$3 Million</b>	
<b>1,071 Transactions</b>	
<b>LBE:</b>	<b>\$1,066,826</b>
<b>Non-LBE:</b>	<b>\$1,948,573</b>

Top 10 Procurement Categories		
Description	\$	% of Total
Automotive Vehicles And Related Transportation Equipment	\$2,374,437	79%
General Maintenance And Repair, Vehicle	\$314,781	10%
Traffic Signals And Equipment, Electric Parts	\$18,911	1%
Decal Printing	\$17,491	1%
Service Charges	\$14,682	0%
Instructor-led, Classroom Training (Technical)	\$11,687	0%
Hardware	\$10,246	0%
Automotive Shop And Related Equipment And Supplies	\$10,073	0%
Chemicals And Solvents, Commercial (In Bulk)	\$9,843	0%
Internet Database Subscriptions	\$9,250	0%

## Prop Q Spend per Quarter\*



Top 10 Vendors		
Description	\$	% of Total
Westwind Trading Co	\$499,265	17%
Vortech Industries	\$473,263	16%
Cummins Inc	\$268,779	9%
Industrial Solutions	\$221,556	7%
Peninsula Color Service LLC	\$102,303	3%
Mallory Safety & Supply LLC	\$95,084	3%
T & S Trading & Enterprise Co	\$69,956	2%
Selective Transit Parts	\$61,725	2%
Prevost Car (Us) Inc	\$58,270	2%
United Laboratories Inc	\$52,297	2%

\* \$ in millions

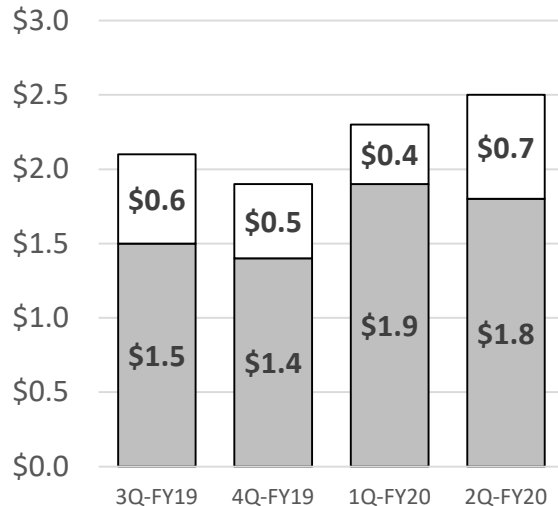
# Prop Q Procurement Analysis (Q2 Fiscal Year 2019/20)

DPH

<b>\$2.5 Million</b>	
<b>1,687 Transactions</b>	
LBE:	<b>\$702,247</b>
Non-LBE:	<b>\$1,868,966</b>

Top 10 Procurement Categories		
Description	\$	% of Total
Automotive Vehicles And Related Transportation Equipment	\$2,374,437	79%
General Maintenance And Repair, Vehicle	\$314,781	10%
Traffic Signals And Equipment, Electric Parts	\$18,911	1%
Decal Printing	\$17,491	1%
Service Charges	\$14,682	0%
Instructor-led, Classroom Training (Technical)	\$11,687	0%
Hardware	\$10,246	0%
Automotive Shop And Related Equipment And Supplies	\$10,073	0%
Chemicals And Solvents, Commercial (In Bulk)	\$9,843	0%
Internet Database Subscriptions	\$9,250	0%

**Prop Q Spend per Quarter\***



■ Non-LBE □ LBE

\* \$ in millions

Top 10 Vendors		
Description	\$	% of Total
Abco Mechanical Contractors Inc	\$111,119	4%
Toptek Micro Center Inc	\$84,205	3%
Santora Sales	\$81,444	3%
Irhythm Technologies Inc	\$79,120	3%
Affinity Resources Co Inc	\$67,645	3%
Nuvasive Inc	\$61,639	2%
Core Power Services Inc	\$59,915	2%
Neuroptics	\$55,878	2%
R & H Wholesale Supply Inc	\$53,046	2%
S F Dental Supply LLC	\$52,070	2%



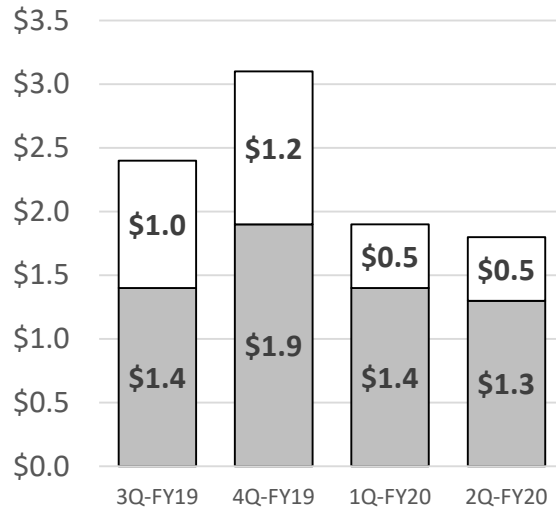
# Prop Q Procurement Analysis (Q2 Fiscal Year 2019/20)

REC

<b>\$1.8 Million</b>	
<b>931 Transactions</b>	
<b>LBE:</b>	<b>\$526,387</b>
<b>Non-LBE:</b>	<b>\$1,338,521</b>

Top 10 Procurement Categories		
Description	\$	% of Total
Janitorial Supplies, General Line	\$111,283	6%
Amusement, Decorations, Entertainment, Gifts, Toys, Etc.	\$108,369	6%
Hardware And Related Items	\$82,550	4%
Construction Services, General (Incl. Maintenance And Repair)	\$77,367	4%
Turf, Artificial, Indoor And Outdoor	\$67,782	4%
Plumbing Equipment, Fixtures, And Supplies	\$50,884	3%
Sand And Gravel	\$43,926	2%
Consulting Services	\$43,473	2%
Agriculture Equipment And Commodities	\$42,189	2%
Irrigation Equipment And Supplies, Agricultural	\$40,444	2%

**Prop Q Spend per Quarter\***



■ Non-LBE □ LBE

\* \$ in millions

Top 10 Vendors		
Description	\$	% of Total
Guzman Sport Shop	\$86,327	5%
The Urban Farmer Store, LP	\$83,512	4%
Acme Surplus Store	\$75,393	4%
Romeo Packing Co	\$60,283	3%
Classic Amusement	\$49,440	3%
Ewing Irrigation Products Inc	\$47,660	3%
Santora Sales	\$47,571	3%
Koffler Elec Mech Apparatus Repair Inc	\$46,837	3%
Brown Sand Inc	\$43,926	2%
San Francisco Parks Alliance	\$38,623	2%



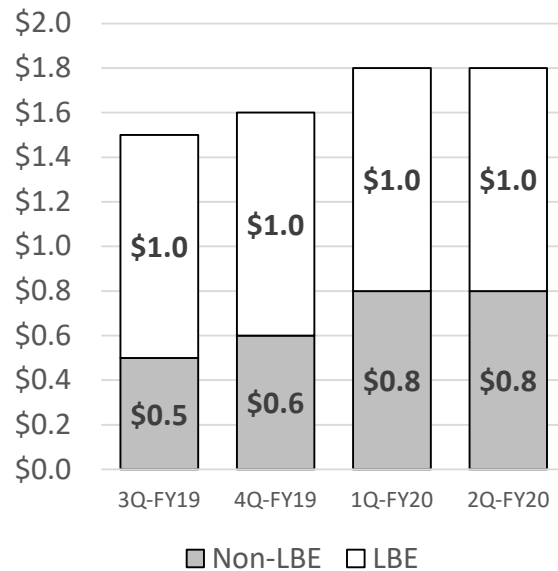
# Prop Q Procurement Analysis (Q2 Fiscal Year 2019/20)

DPW

<b>\$1.8 Million</b>	
<b>1,687 Transactions</b>	
<b>LBE:</b>	<b>\$1,049,939</b>
<b>Non-LBE:</b>	<b>\$784,575</b>

Top 10 Procurement Categories		
Description	\$	% of Total
Chemicals And Solvents, Commercial (In Bulk)	\$120,047	7%
Personal Protective Equipment (PPE), (Bloodborne Pathogen)	\$85,059	5%
Paint, Protective Coatings, Varnish, Wallpaper, And Related	\$66,385	4%
Vest, Safety	\$63,072	3%
Janitorial Supplies, General Line	\$57,495	3%
Gloves: Latex, Plastic, PVC, Poly, Synthetic, Vinyl, Etc.	\$54,561	3%
Rental Or Lease Services Of Agricultural, Aircraft, Airport	\$45,456	2%
Traffic Cones, Lane Markers, And Barricades (Portable)	\$45,144	2%
Roofing Materials And Supplies	\$41,014	2%
Chain Saws	\$37,183	2%

**Prop Q Spend per Quarter\***



\* \$ in millions

Top 10 Vendors		
Description	\$	% of Total
Speedy's Hardware	\$225,490	12%
United Laboratories Inc	\$146,826	8%
Your Green Source LLC	\$117,283	6%
Peacock Interiors & Gallery Inc	\$81,412	4%
JMI Sourcing LLC	\$57,187	3%
Center Hardware Co Inc	\$56,875	3%
San Mateo Lawnmower	\$49,671	3%
R & H Wholesale Supply Inc	\$47,645	3%
Sigillo Supply Inc	\$45,502	2%
Mallory Safety & Supply LLC	\$41,511	2%

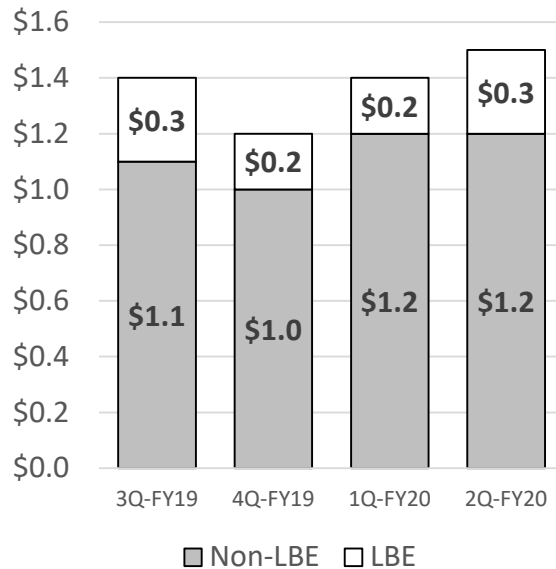
# Prop Q Procurement Analysis (Q2 Fiscal Year 2019/20)



<b>\$1.5 Million</b>	
<b>732 Transactions</b>	
<b>LBE:</b>	<b>\$268,129</b>
<b>Non-LBE:</b>	<b>\$1,236,834</b>

Top 10 Procurement Categories		
Description	\$	% of Total
Parts And Accessories, Automotive, Miscellaneous	\$255,656	17%
Laboratory Supplies: Asbestos Squares, Corks, Files	\$93,959	6%
Garbage/Trash Removal, Disposal And/Or Treatment	\$83,960	6%
Pharmaceuticals, Veterinary, Animal: Drugs, Vaccines, Etc.	\$41,343	3%
Toilet Tissues, Paper Towels, And Toilet Seat Covers	\$36,698	2%
Equipment Maintenance And Repair Services For Automobiles,	\$35,036	2%
HVAC Equipment, Accessories And Supplies	\$32,555	2%
Boiler Maintenance And Repair, Steam (Including Testing Serv	\$29,510	2%
HVAC System Testing, Balancing and/or Troubleshooting Service	\$29,483	2%
Engineering Supplies, Miscellaneous	\$23,707	2%

Prop Q Spend per Quarter\*



\* \$ in millions

Top 10 Vendors		
Description	\$	% of Total
Acco Engineered Systems Inc	\$87,632	6%
Recology Sunset Scavenger Company	\$85,576	6%
Paganini Electric Corp	\$78,761	5%
Waxie Sanitary Supply	\$78,227	5%
Southland Medical LLC	\$47,829	3%
Vortech Industries	\$36,540	2%
M W I Veterinary Supply Co	\$35,598	2%
Honeywell International Inc	\$33,054	2%
Mesa Energy Systems, Inc	\$31,780	2%
Santora Sales	\$25,736	2%

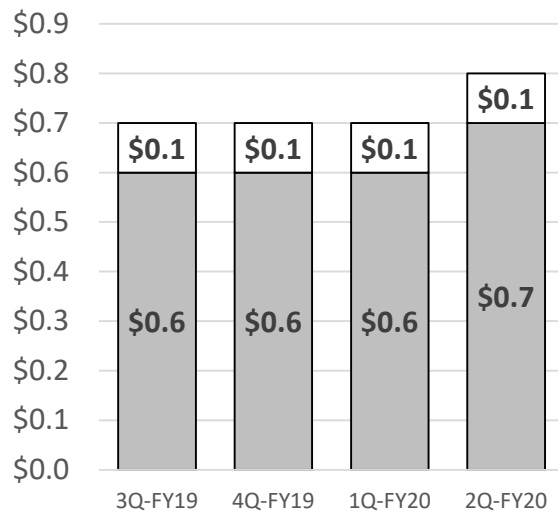
# Prop Q Procurement Analysis (Q2 Fiscal Year 2019/20)

AIR

<b>\$853K</b>	
<b>321 Transactions</b>	
<b>LBE:</b>	<b>\$173,450</b>
<b>Non-LBE:</b>	<b>\$680,007</b>

Top 10 Procurement Categories		
Description	\$	% of Total
Foods: Perishable	\$50,889	6%
Printing And Typesetting Services	\$41,868	5%
Plumbing Equipment, Fixtures, And Supplies	\$40,858	5%
Police And Prison Equipment And Supplies	\$39,442	5%
Automotive Shop And Related Equipment And Supplies	\$38,291	4%
Clothing: Athletic, Casual, Dress, Uniform, Weather And Work	\$28,807	3%
First Aid And Safety Equipment And Supplies (Except Nuclear)	\$26,805	3%
Rental Or Lease Of General Equipment (HVAC, Athletic)	\$26,600	3%
Equipment Maintenance And Repair Services For General Equipment	\$23,769	3%
Hardware And Related Items	\$23,338	3%

Prop Q Spend per Quarter\*



\* \$ in millions  Non-LBE  LBE

Top 10 Vendors		
Description	\$	% of Total
Essence Printing	\$29,232	3%
San Francisco Paintsource Inc	\$27,144	3%
Ship Art International	\$26,862	3%
Poplar	\$23,255	3%
Santora Sales	\$19,623	2%
Victory Tactical Gear LLC	\$19,083	2%
Avenue Cyclery	\$18,656	2%
ABC Valve And Tool	\$18,466	2%
Captivating Graphics Solutions Inc	\$17,893	2%
Fong Brothers Printing Inc	\$17,720	2%

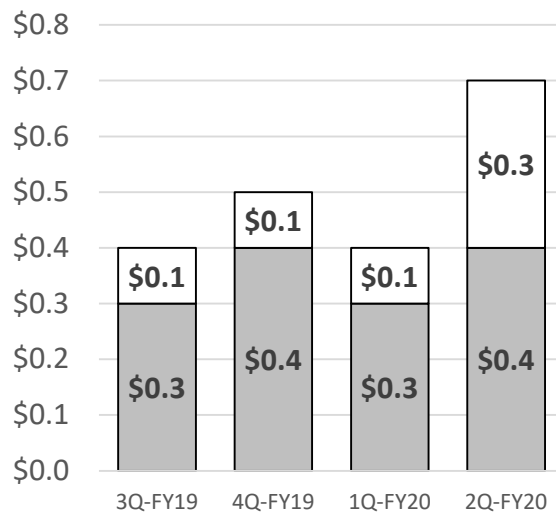
# Prop Q Procurement Analysis (Q2 Fiscal Year 2019/20)

PRT

<b>\$703K</b>	
<b>481 Transactions</b>	
LBE:	<b>\$262,746</b>
Non-LBE:	<b>\$440,856</b>

Top 10 Procurement Categories		
Description	\$	% of Total
Waterproofing Membrane And Base Sheet	\$46,407	7%
Hand Tools (Powered And Non-powered), Accessories And Supplies	\$37,609	5%
Hardware And Related Items	\$31,957	5%
Floor Covering, Floor Covering Installation And Removal Equipment	\$29,118	4%
Fasteners: Bolts, Nuts, Pins, Rivets, Screws, Etc.	\$27,371	4%
Lumber	\$25,484	4%
Lighting Fixtures, Outdoor: Floodlights, Spotlights, Yard Lighting	\$21,174	3%
Furniture: Office	\$18,683	3%
Professional Services	\$16,950	2%
Circuit Breakers, Load Centers, Boxes, And Panelboards	\$16,463	2%

Prop Q Spend per Quarter\*



\* \$ in millions  Non-LBE  LBE

Top 10 Vendors		
Description	\$	% of Total
Western Gravel & Roofing Supply Inc	\$73,599	10%
Anderson Carpet & Linoleum Sale Co Inc	\$45,165	6%
Silverado Contractors Inc	\$30,000	4%
Grainger	\$28,654	4%
Resource Supply LLC	\$27,185	4%
Agurto Corporation DBA Pestec	\$24,387	3%
National Utility Sales Corp	\$22,910	3%
Bigbelly Solar Inc	\$20,528	3%
Office Relief Inc	\$18,879	3%
Tholl Fence Inc	\$18,638	3%

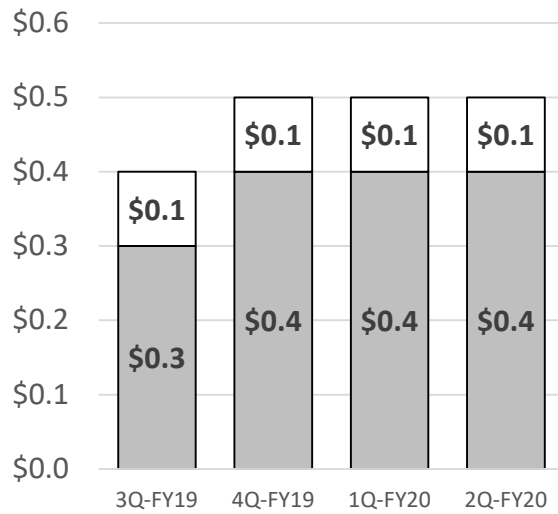
# Prop Q Procurement Analysis (Q2 Fiscal Year 2019/20)

SHF

<b>\$553K</b>	
<b>209 Transactions</b>	
<b>LBE:</b>	<b>\$110,757</b>
<b>Non-LBE:</b>	<b>\$442,844</b>

Top 10 Procurement Categories		
Description	\$	% of Total
Janitorial Supplies, General Line	\$46,324	8%
Prisoner Clothing	\$29,784	5%
Souvenirs: Promotional, Advertising, Etc.	\$22,792	4%
Microfiche/Microfilm Reader Printer Supplies: Paper, Toner	\$22,379	4%
Guns, Pistols, Rifles, And Shotguns (Incl. Accessories)	\$21,993	4%
Legal Books And Publications	\$21,782	4%
Furniture: Office	\$17,800	3%
Psychologists/Psychological And Psychiatric Services	\$16,800	3%
Blankets, Bedding, All Types	\$15,124	3%
Gloves: Latex, Plastic, PVC, Poly, Synthetic, Vinyl, Etc.	\$14,535	3%

Prop Q Spend per Quarter\*



\* \$ in millions  Non-LBE  LBE

Top 10 Vendors		
Description	\$	% of Total
Charm Tex	\$57,406	10%
Grainger	\$36,617	7%
Thomson Reuters	\$34,414	6%
California Veteran Supply Inc	\$32,014	6%
L C Action Police Supply	\$30,534	6%
Opencopy	\$22,379	4%
Arranged4comfort	\$22,135	4%
Sno Valley Process Solutions Inc	\$21,851	4%
Santora Sales	\$21,598	4%
Spotlight Promotions Inc	\$19,413	4%

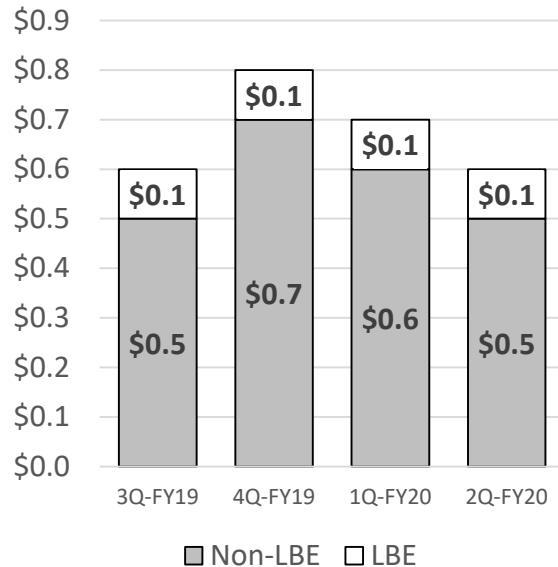
# Prop Q Procurement Analysis (Q2 Fiscal Year 2019/20)

POL

<b>\$535K</b>	
<b>400 Transactions</b>	
LBE:	<b>\$23,282</b>
Non-LBE:	<b>\$512,373</b>

Top 10 Procurement Categories		
Description	\$	% of Total
Police And Prison Equipment And Supplies	\$45,158	8%
Laboratory Equipment, Accessories And Supplies	\$33,751	6%
Desks And Tables, Metal	\$23,330	4%
Gasoline, Aviation (Including Jet Fuel)	\$22,247	4%
Maintenance And Repair, Sewer And Storm Drain	\$14,410	3%
Shredders, Paper And Media	\$14,361	3%
Courier/Delivery Services (Including Air Courier Services)	\$12,989	2%
Food	\$11,921	2%
Gloves: Latex, Plastic, PVC, Poly, Synthetic, Vinyl, Etc.	\$11,772	2%
Boats, Motors, And Marine Equipment	\$10,376	2%

Prop Q Spend per Quarter\*



Top 10 Vendors		
Description	\$	% of Total
Blaisdell's Business Products	\$151,127	28%
Qiagen LLC	\$23,768	4%
Ferrellgas LP	\$22,247	4%
Victory Tactical Gear LLC	\$19,429	4%
Life-assist Inc	\$18,401	3%
United Site Services Of California Inc	\$14,410	3%
Shred Works	\$14,361	3%
Ads Inc	\$12,498	2%
VP & RB Corp DBA UPS Store 0361	\$11,390	2%
Arguello Catering Co	\$10,375	2%

\* \$ in millions

DEPARTMENT	TOTAL PROP Q PURCHASES	TOTAL PROP Q PURCHASES FROM LBEs	% OF TOTAL
ADM	\$1,504,963	\$268,129	18%
ADP	\$32,085	\$368	1%
AIR	\$853,457	\$173,450	20%
ART	\$175,394	\$15,201	9%
ASR	\$21,595	\$1,827	8%
BOA	\$2,876	\$0	0%
BOS	\$12,734	\$5,066	40%
CAT	\$5,862	\$1,993	34%
CFC	\$2,701	\$0	0%
CHF	\$180,621	\$7,480	4%
CON	\$12,808	\$0	0%
CPC	\$51,918	\$13,107	25%
CSC	\$113	\$0	0%
CSS	\$5,049	\$118	2%
DAT	\$21,569	\$3,230	15%
DBI	\$22,086	\$2,780	13%
DEM	\$26,246	\$7,461	28%
DPA	\$37,375	\$14,162	38%
DPH	\$2,571,213	\$702,247	27%
DPW	\$1,834,514	\$1,049,939	57%
ECN	\$10,649	\$0	0%
ENV	\$55,499	\$1,954	4%
ETH	\$6,138	\$374	6%





DEPARTMENT	TOTAL PROP Q PURCHASES	TOTAL PROP Q PURCHASES FROM LBEs	% OF TOTAL
FIR	\$476,421	\$52,152	11%
HOM	\$59,035	\$8,633	15%
HRC	\$93,530	\$12,225	13%
HRD	\$126,149	\$983	1%
HSA	\$326,115	\$82,421	25%
HSS	\$36,875	\$16,029	43%
JUV	\$102,761	\$41,640	41%
LIB	\$266,889	\$18,217	7%
MTA	\$3,015,399	\$1,066,826	35%
MYR	\$19,585	\$2,299	12%
PDR	\$27,485	\$8,309	30%
POL	\$535,655	\$23,282	4%
PRT	\$703,602	\$262,746	37%
PUC	\$3,811,269	\$636,061	17%
REC	\$1,864,908	\$526,387	28%
REG	\$94,168	\$22,769	24%
RET	\$27,713	\$0	0%
RNT	\$11,158	\$6,274	56%
SHF	\$553,601	\$110,757	20%
TIS	\$272,205	\$155,721	57%
TTX	\$8,575	\$2,275	27%
WAR	\$83,706	\$36,005	43%
WOM	\$1,655	\$0	0%



# Questions

If you have any questions regarding any of the information contained in this report please contact Jessica Leslie at 415-554-7799  
[Jessica.Leslie@sfgov.org](mailto:Jessica.Leslie@sfgov.org).

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Sailaja Kurella  
Acting Purchaser