

April 18, 2002

02-088

APPROVAL OF PURCHASE ORDER CONTRACTS  
ISSUED EXCEEDING THE \$50,000 FORMAL PROCESS  
LIMITATION

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL  
RESPONSIBILITY: Steve Sivage, Director, Physical Plant

APPROVED BY: Randy McEwen, Vice President, Administrative Services  
Jesus "Jess" Carreon, President

REPORT: Per Board Policy B703, the Board of Directors must approve all procurement contracts in excess of \$50,000 that are not for required expenses that lack acquisition choices, such as utility payments, PERS contribution payments, and state and federal tax payments.

The State of Oregon's Price Agreement (PA) Number 2083 with Chown, Inc., and PA Number 2084 with Clark Security Products for door hardware (i.e., locksets, keys, door closers and other parts) may be used by the College. Both Price Agreements expire on March 14, 2003 with options to renew through March 14, 2007. College purchases of door hardware from both Chown, Inc., and Clark Security Products will be exempt from further competitive bidding. However, because of the \$50,000 limitation, they still require Board approval. The Physical Plant Department anticipates that the annual cost of this hardware from both vendors will be \$90,000 total.

Note: Neither of the vendors are certified MWESB firms.

RECOMMENDATION: That the Board of Directors approve the Purchase Order Contracts issued to Chown, Inc., and Clark Security Products for an estimated annual amount of \$90,000 total, for a not-to-exceed five (5) year contract, for the purchase of door hardware from State PA Numbers 2083 and 2084.