

August 14, 2003

04-032

EXPENDITURE AUTHORITY TO PURCHASE COPIER
PAPER PRODUCTS FROM A STATE CONTRACT WITH
SPICERS PAPER, INC.

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FINANCIAL
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REPORT: The Graphic Services Department has an on-going need to purchase copier paper and other paper products to accommodate the increasing demands for copier paper district-wide.

The Graphic Services Department would like to utilize an existing State of Oregon contract (PA #3080) with Spicers Paper Inc. to purchase copier paper products. The Department is estimating it will spend \$100,000 for these products throughout Fiscal Year 04. Purchases from State of Oregon and other public contracts have already been competitively awarded and are exempt from further competitive processes. As these purchases will exceed the \$50,000 threshold, expenditure authority is required from the Board.

RECOMMENDATION: That the Board of Directors grant expenditure authority for the Graphic Services Department to purchase copier paper and other paper products from Spicers Paper Inc., based on the State of Oregon contract (PA 3080), for an estimated amount of \$100,000 this fiscal year. Expenditures will be from the Auxiliary Fund.