

September 11, 2003

04-039

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

PREPARED BY: Avelina D. Gulmatico, Procurement Lead Buyer

FINANCIAL
RESPONSIBILITY: Various Departments

APPROVED BY: Randy McEwen, Vice-President, Administrative Services
Gerard "Jerry" Berger, Interim 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.

Many annual purchase order (PO) type procurement contracts exceed \$50,000, yet they are not the result of the typical formal Bid or RFP processes that regularly receive Board approval. The PO contracts listed below are all exempt from competitive bidding for the reasons noted, however, they do still require Board Approval.

RECOMMENDATION: That the Board of Directors ratify the Purchase Orders issued for the procurement contracts listed:

<u>Department</u>	<u>Vendor</u>	<u>PO Amount</u>
Food Services	Alpine Food Dist	\$ 60,000*
"	Food Svc of America	\$160,000*
"	Vending Products Dist	\$ 99,000*
"	Pepsi Cola	\$100,000*
"	Sysco Food	\$300,000*
"	US Foodservice	\$ 70,000*
Dist. Learning	Education To Go	\$ 82,527**
Comm. Educ.	Team Motorcycle	\$ 200,000**

* Items that are for re-sale (PCC Exempt 200.110)

** Contracted Instruction (PCC Exempt 300.170,1)