



Agenda Item Details

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| Meeting | Feb 15, 2022 - Board of Trustees Meeting |
| Category | 8. Consent Calendar: Business and Administrative Services |
| Subject | 8.02 Action to Approve/Ratify Board Purchase Order Report #8, for FY 2021-2022 from December 17, 2021 to January 24, 2022. |
| Type | Consent (Action) |
| Recommended Action | The Chancellor recommends approval. |

Presenter

David El Fattal

Background

Per Board Policy 6330 and Administrative Procedure 6330, the Chancellor has delegated authority to the Vice Chancellor of Business and Administrative Services to purchase supplies, materials, apparatus, equipment, and services as necessary for the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code (PCC) as amended from time to time, without going through the formal bid process, except for emergency work contracts as identified in the PCC.

The District Purchasing Department has the responsibility to manage the procurement policy as it relates to the acquisition of all equipment, supplies and services for use within the District or from funds held by the District, in compliance with all federal, state and local regulations and the PCC.

All purchase orders, contracts, leases, rentals, memorandums of understanding (MOUs), and service agreements require the signature of the Vice Chancellor, Business and Administrative Services, or designee.

Analysis

A listing of all purchase orders in the amount of \$10,000 or more will be submitted to the Board of Trustees for ratification at the next regular meeting following issuance of the purchase order. The list of purchase orders issued from December 17, 2021 to January 24, 2022 is attached.

All purchase orders, contracts, agreements, and MOUs for goods or services in the amount of \$50,000 or more require approval of the Board of Trustees prior to issuance of a purchase order. However, the Chancellor, or designee, may authorize purchases of \$50,000 or more if he/she deems it to be in the best interest of the District and if in his/her judgment, the purchase should not wait until the next regularly scheduled Board meeting. In such a case, the Chancellor shall immediately notify the Board of the action.

BPO = Blanket Purchase Order (Blanket purchase orders are issued to selected vendors, on a fiscal year basis for use by District employees to procure repetitive, high volume, low dollar value items or services on a continuing basis. The use of an established blanket purchase order is limited to the dollar value of the written purchase order issued. Blanket purchase orders require approval by the Vice Chancellor, Business and Administrative Services, or designee prior to issuance of the purchase order).

Any purchase order, with the exception of Blanket Purchase Orders, over \$50,000 and change orders for public works projects are explained in further detail on the attached Supplement.

Impact of Approval

Services, supplies and equipment that are required for the District to operate effectively and efficiently on a daily basis can be procured in a timely manner.

Impact of Non-Approval

The timely procurement of services, supplies and equipment that enable the effective daily operations of the District would be delayed in many circumstances, causing varied negative impacts such as delayed services to students and employees, inefficient use of facilities, reduced employee productivity, unnecessary disruption for campus programs and services, and more.

Fiscal

In approved budgets

Further Information

Luis Sanchez, Julius Sokenu, Kim Hoffmans, David El Fattal

[Feb 2022 PO Report.pdf \(219 KB\)](#)

[Feb PO Board Report Supplement.pdf \(79 KB\)](#)

Motion & Voting

The Chancellor recommends approval. Motion to approve Consent Calendar except for Items 8.08 and 10.01

Motion by Trustee Bernardo M Perez, second by Trustee Joshua Chancer.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne B McKay, Trustee Bernardo M Perez, Student Trustee Bryan Rodriguez