

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees  
FROM: Gari Browning  
DATE: November 12, 2008  
SUBJECT: Ratification of Contracts

Consent Agenda item
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Board Policy 6340 delegates to the Superintendent/President or designees “the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management...” Both Policy and Education Code Section 81655 state any such contract is not valid or an enforceable obligation against the District until it is approved or ratified by the Board.

In the past, most contracts have been ratified by inclusion in the warrant report, which provided information on checks that have already been written. To make contract reporting timelier and to more fully comply with legal and policy requirements, the District is now providing contract information for the Board in the attached format. This will allow the Board to take action prior to payments being made.

As before, where a specific contract requires prior Board approval or where the nature of the contract warrants specific action, these transactions will continue to be separated out and placed on the action or consent agenda for individual consideration.

Funding for each contract has been verified from the appropriate fund account or grant and each contract has been budgeted in the identified fund.

RECOMMENDATION

The President/Superintendent recommends that the governing board ratify the contracts on the attached page(s).

Attachment: Contracts List



## CONTRACTS LIST

November 12, 2008

No.	Contractor	For	Amount	Account
4030901	Clear Channel	Advertising	\$ 30,336.00	Fund 10
4040901	Laerdal	Extended Warranty for SIM lab	\$ 17,510.25	Fund 20
4050901	ASCAP	College Performance Fees	\$ 2,414.44	Fund 10
4060901	Merle Cannon	Facilities Planning Services	\$ 1,500.00	Fund 10
4070901	Next Level Systems	Hyman Hall installation of monitor	\$ 882.05	Fund 10
4080901	J & R Fence, Inc.	Baseball Fence Replacement	\$ 14,978.00	Fund 12
4090901	American Telesource, Inc. (ATI)	"Blanket" Contract for Repair Services required as needed for phone systems	\$ 1,300.00	Fund 10
4110901	CMG	Design Services Newark Hardscape	\$ 11,305.00	Fund 42
4120901	Thyssen Elevator	Test Elevators	\$ 8,544.00	Fund 10
4130901	tBP Architecture	Create Project Assignment 16 for Fire Suppression Project	\$ 160,000.00	Fund 41
4150901	MAC Electric	Retrofit Light Fixtures in Gym	\$ 14,750.00	Fund 41
4160901	BK Mill & Fixture	Additional Mailbox Cabinet at Newark	\$ 1,000.00	Fund 10
3130801	Gregg Drilling	Water Intrusion Project Change Orders 1-4 (new contract total)	\$157,046.88	Fund 41

Note: Fund 10 = General Fund

Fund 12 = Program Distribution (Other Income)

Fund 41 = Capital Outlay (State or Redevelopment Funding)

Fund 42 = Bond Measure A