

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

Consent Agenda item

FROM: Gari Browning

DATE: January 14, 2009

SUBJECT: Approval of Purchase Orders for Group II Furniture for Student Services Building

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On May 9, 2007, the Board approved joining the National Joint Powers Alliance (NJIP) and a contract with Steelcase, Inc. administered by the local distributor, One Work Place, for the purchase of furniture through the NJIP. As a member of the NJIP, we are authorized under Government Code 6502 to purchase products under this contract without issuing our own formal bid. The volume buying power of this group provides better pricing than the District would be able to obtain with a single bid.

As the new Student Services Building nears completion, it is time to order Group II Furniture, Fixtures, and Equipment (FF&E.) In conjunction with the users of the new building and the Vice President of Student Affairs, One Work Place has completed interior design specifications. These specifications have been thoroughly reviewed and approved by management, staff and faculty that will be utilizing the building.

To facilitate delivery and tracking of the fixed assets being purchased, the order has been divided into four purchase orders, based on location and use. Funds for this purchase are allocated in Measure A Bond account 42-1-23-71505-5915-56415 (New Equipment).

RECOMMENDATION

The President/Superintendent recommends the Board of Trustees approve Purchase Orders 8637, 8638, 8639 and 8640 in the total amount of \$819,939.34 for purchase of furniture for the new Student Services Building under authority of the National Joint Powers Alliance contract and make a finding that it is in the best interests of the District to do so.