

**AGENDA:** May 6, 2003

**TO:** Regional Transportation Commission  
**FROM:** Linda Wilshusen, Executive Director  
**RE:** FY 04-05 Open Purchase Orders

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## **RECOMMENDATIONS**

Staff recommends that the Commission:

1. Approve the Open Purchase Order list for FY 04-05 (Attachment 1);
  2. Approve the attached resolution (Attachment 2) authorizing issuance of the Open Purchase Orders and approving payment of related invoices in FY 04-05; and
  3. Authorize the Executive Director to negotiate, execute, and amend agreements with vendors, if needed, as long as costs remain within the approved Open PO list.
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## **BACKGROUND**

The Commission first approved the list of Open Purchase Orders (Open POs) in November 2002 and the staff recommendation to annually bring future lists to the Commission each Spring for approval.

## **DISCUSSION**

Attachment 1 is the recommended Open POs for FY04-05. Staff analyzed actual expenditures for the current fiscal year as of April 13, 2004 to develop the recommended budget for each individual PO (maximum amounts). Staff decreased the budget for most POs from FY03-04 amounts to save money.

The purpose of the Open PO is to improve efficiency by reducing paperwork for frequently required goods and services. Absent the Open PO mechanism, too much time would be spent unproductively issuing a regular purchase order for each transaction. For example, for duplicating services alone, staff would need to issue through the County General Services Department well over 70 individual purchase orders each year.

Consistent with County purchasing procedures, vendors at the Commission are selected through a competitive process. When a sole source is used, a justification for the selected vendor is required. With the exception of Corporate Express, the list is basically a renewal of FY03-04 approved vendors. Corporate Express has a multi-year contract with the County for office supplies. As with other County departments, the Transportation Commission uses Corporate Express for its general office supplies.

Staff recommends that the Commission approve the list of Open POs and authorize the Executive Director to negotiate, execute, and amend agreements with vendors, if needed, as long as costs remain within the approved Open PO list.

## **SUMMARY**

The Commission should review and approve the attached resolution approving the FY 04-05 list of Open POs and authorize the Executive Director to negotiate, amend and execute agreements with approved Open PO vendors as needed.

Prepared by: Daniel Nikuna  
Attachment: 1. FY04-05 List of Open POs  
2. Resolution