

AGENDA: May 5, 2005

TO: Regional Transportation Commission
FROM: Daniel Nikuna, Fiscal Officer
RE: FY 2005-2006 Open Purchase Orders

RECOMMENDATIONS

Staff recommends that the Commission:

1. Approve the Open Purchase Order list for FY 2005-2006 (Attachment 1); and
 2. Approve the attached resolution (Attachment 2) authorizing issuance of the Open Purchase Orders and approving payment of related invoices in FY 2005-2006.
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BACKGROUND

Open purchase orders (Open POs) are used for purchases which will occur several times over the course of the fiscal year. 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 the County's Purchasing Procedures, all Transportation Commission Open POs are closed at fiscal year end and related encumbrances lapse. In other words, Open POs are not carried forward to the new fiscal year unless renewed. The paperwork for renewing or setting new FY 2005-2006 open POs is due in the Purchasing Section of the County's General Services Department (GSD) in early May 2005.

DISCUSSION

Attachment 1 is the recommended Open POs for FY05-06. Staff analyzed actual expenditures for the current fiscal year as of April 8, 2005 and any upcoming fee changes to develop the recommended budget for each individual PO (maximum amounts). With few exceptions, the list is basically a renewal of FY 2004-2005 approved vendors. Some new vendors have been added based on anticipated needs.

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. 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 and does not need to be listed on this Open PO list.

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 2005-2006 list of Open POs.

Attachment: 1. FY 2005-2006 List of Open POs
2. Resolution