

April 18, 2002

02-090

GRANT EXEMPTION FROM A FORMAL COMPETITIVE  
PROCESS FOR THE ACQUISITION OF VARIOUS  
CLASSROOM TECHNOLOGY

PREPARED BY: Roger Cardinal, Manager, Procurement & Risk Services

FINANCIAL  
RESPONSIBILITY: Leslie Riester, Director, Instructional Technology and

APPROVED BY: Randy McEwen, Vice-President, Administrative Services  
Jesus "Jess" Carreon, President

REPORT: The Library & Instructional Media Services Department has a need to purchase various items of classroom technology (projectors, screens, VCR & DVD units, televisions, student computers, control systems, and numerous other items) from different sources to accommodate increased demand for access to this equipment by both faculty and students in classroom and lab settings.

Before the end of FY02, the department needs to spend \$350,000 to upgrade existing classrooms, replace outdated equipment, and install control systems. Funds for these purchases became available in the last month and there is not sufficient time to complete a formal bidding process for all of these various items, get them ordered, and then receive them before June 30, 2002. Expenditures by this department to date for this equipment have been under \$50,000 total, and price quotations were obtained to ensure that the College has been given the best and lowest costs. There is no one vendor that can supply all of the various items needed. An exemption from the formal competitive procurement process (Bid/RFP) is needed to allow this department to purchase the remaining estimated \$300,000 worth of equipment utilizing just the competitive quotation process. As expenditures will exceed \$50,000 total, the Board must grant an exemption and authorize the total expenditure of \$350,000.

RECOMMENDATION:

That the Board of Directors grant an exemption from a formal competitive process and authorize the use of the price quotation process for the Library & Instructional Media Department to purchase \$350,000 worth of equipment before the end of this fiscal year. Expenditures will be from the General Fund.

Director Anderson moved to approve Resolutions 02-084 through 02-094 and it passed unanimously.