

June 19, 2003

03-160

EXPENDITURE AUTHORITY TO PURCHASE USED
FURNITURE FOR BOND PROJECTS.

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FINANCIAL
RESPONSIBILITY: Steve Sivage, Director, Physical Plant

APPROVED BY: Randy McEwen, Vice-President, Administrative Services
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REPORT: The 2000 Bond Program Capital Improvement Projects will require the acquisition of a considerable amount of furniture for both classrooms and offices. The initial plan was to purchase all new furniture from existing State of Oregon and other public agency contracts.

College staff have recently determined that there is a significant amount of very good quality used furniture on the market, primarily due to the current state of the economy. The savings to the College by purchasing used furniture whenever feasible and consistent with standards and decor, averages about one-third the cost of comparable new furniture. This approach yields "best value" for public resources, and supports Board Policy B104 concerning effective use of public funds.

In order to obtain these groupings of used furniture when they become available, the College must be able to respond and purchase them immediately. College Purchasing Rule #200.120, *Purchases of Used Personal Property*, already exempts these purchases from formal competitive bidding and authorizes utilization of just the competitive quote process whenever possible. Board expenditure authorization is still required by Board Policy B703 when the total contracts exceed \$50,000.

The College would like the Board to grant expenditure authority of up to \$600,000 for the purchase of used furniture for Bond related projects.

RECOMMENDATION:

That the Board of Directors grant expenditure authority up to \$600,000 for the purchase of used furniture to be used for bond related projects. Expenditures for this used furniture will be from Bond funds.

Director Anderson moved to approve Resolutions 03-149 through 03-162 and Resolutions 03-164 through 03-168 by consent agenda and it passed unanimously.