

To: All Measure “C” and Measure “E” Administrators and Supervisors
From: Pam Grey - Director of Purchasing Services
Date: February 10, 2014
Subject: Annual Notice of Deadlines for Purchase Requisitions funded by the Measure “C” and “E” Bonds

Important Notification – Purchasing Deadlines for FY 13-14

Please share this memo with all staff members who enter Purchase Requisitions into Banner for Measure “C” and Measure “E”.

The deadlines to submit and approve FY 2013-14 Purchase Requisitions are:

Friday	February 21, 2014	Requisitions for formal FF&E bid requests
Monday	April 28, 2014	Requisitions for all other FY 2013-14 FF&E purchases
Friday	May 9, 2014	Requisitions for Open POs commencing 7/1/14
Monday	May 19, 2014	Requisitions for all construction related FY 2013-14 purchases

The Purchasing Services department regularly experiences significant workload increases as the end of a fiscal year approaches. This is due to a variety of reasons, including:

- Measure C funded construction and equipment bids;
- Purchase requests with “use it or lose it” funds that must be encumbered/spent before year-end;
- Surplus property disposal requests, sales, donations, and recycling;
- An annual rise in purchasing activity that occurs toward the end of every fiscal year.

Approved purchase requisitions that are received in the Purchasing Services department on or before the relevant deadline receive priority processing. *The order of priority for processing requisitions received by the imposed deadline dates will be:*

- Requisitions that involve funds that will be returned if not encumbered/spent before 6/30/14;
- Requisitions for materials, equipment, supplies;
- Requisitions for services that begin in fiscal year 2014-15.

Any Purchase Requisition received after the established deadlines will be subject to the exceptions process as outlined in this memo.

See additional pages for details regarding the deadline dates indicated above.

The current deadlines are as follows:

I. Friday, February 21, 2014: Requests for technology and FF&E Purchases that require a bid process

The (a) and (b) purchases described below involve a lengthy formal bidding process. The formal bid process requires a variable amount of preparation time wherein Purchasing Services and the requester work together to create a finalized bid document, including technical specifications, plus it requires approximately ninety (90) additional calendar days for completion of the bidding process and award by the District's Board of Trustees. Given that many formal bid requests are already in the queue, it is unlikely that Purchasing Services will be able to process additional requests for formal bids quickly enough to meet the final fiscal year 2013-14 Board of Trustees submittal deadline of June 4, 2014 for its June 16, 2014 meeting.

Please contact the Director of Purchasing Services right away if you have concerns regarding 2013-14 formal bids.

This deadline is applicable to the following types of requisitions:

(a) Purchase Requisitions for materials, supplies, equipment, or maintenance services, including facility maintenance services as defined in I(b) below, when the total estimated cost including sales tax and freight exceeds \$84,100 or when the estimated cost is less than this amount but the purchase will be funded by a grant that requires formal advertised bidding.

(b) Purchase Requisitions for public project work if the cost will be \$15,000 or more.

"Public project" means any of the following: (1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility or (2) Painting or repainting (other than touch-up) of any publicly owned, leased, or operated facility or (3) Telecommunications cabling and networking.

"Public Project" does not include work that is "maintenance." Maintenance in this context means routine, recurring, and usual work for the preservation, protection and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired. Maintenance work is subject to the higher bid threshold cited in (a) above which is \$84,100.

II. Monday, May 19, 2014: The date by which fiscal year 2013-14 Purchase Requisitions for Measure "C" and Measure "E" must be approved and posted in Banner.

In order to ensure that your purchases will be encumbered against the current fiscal year 2013-14 budget, the Purchasing Services department must receive properly *approved* Banner Purchase Requisitions and the associated back-up materials no later than May 19, 2014. In order to allow sufficient time for all of your approvers to approve your requisitions in Banner, you should do the following:

- Enter the requisitions to Banner no later than May 5, 2014.
- Alert your approvers so they will know they should log into Banner to approve your requisitions.
- Remind your approvers that 2013-14 requisitions must be approved no later than May 19, 2014 in order to create a reservation against the 2013-14 budget. If the requisitions are not

approved by May 19, 2014, they may be processed in fiscal year 2014-15 against the 2014-15 budget.

This deadline is applicable to the following types of requisitions:

(a) Purchase Requisitions for independent contractor services or maintenance services, including facility maintenance as defined in part I paragraph (b) above, with a total estimated cost that is less than \$84,100 including sales tax and freight. If the estimated cost exceeds \$84,100, see the deadline in part I above.

(b) Purchase Requisitions for public project work, as defined in I(b) above, if the total cost will be less than \$15,000.00 (fifteen thousand dollars). If the estimated cost exceeds \$15,000, see the deadline in part I above.

(c) Change Orders for construction projects or independent contractor agreements.

Note regarding technology and "FF & E" for bond purchases: The regular Monday, April 28, 2014 approval deadline published for non-bond purchases applies to Banner requisitions for purchases of furniture, fixtures, or equipment ("FF & E") with bond funds rather than the May 19, 2014 deadline.

III. Friday, May 9, 2014 (but sooner is better) for Open Purchase Orders that commence July 1, 2014: (Fiscal year 2014-15 is now open in Banner. Please immediately begin to enter Purchase Requisitions to Banner for fiscal year 2014-15 Open Purchase Orders for supplies or maintenance services.)

Important: You must use a Banner transaction date of July 1, 2014 or later. *If this is not done, Purchasing Services will not process the requisition until after mid-July.*

These Purchase Requisitions should be entered as soon as possible, and approved no later than May 9, 2014, so that Purchasing Services can obtain quotations and create Open Purchase Orders for activity commencing July 1, 2014. Purchase Requisitions for Open Purchase Orders must accurately specify the projected expenditures for fiscal year 2014-2015 so that the Open Purchase Order encumbrance amount will be sufficient to pay all the associated invoices through June 30, 2015.

Exception Process for requisitions received after the Deadline Dates:

(This process will be applied to all requisitions¹ received after the established deadline dates in which Purchasing Services is requested to process in the current Fiscal Year)

(1) It is the End-Users responsibility to notify the Director of Purchasing Services in writing of the request to process a late requisition for the current Fiscal Year. The request must include the requisition number, any required backup documentation, an explanation of why the requisition was not submitted in accordance with the guidelines above, and the reasoning of the importance to process in the current fiscal year, prior to June 30, 2014. ***Do not contact Buyers directly.***

(2) All requests to process late requisitions will be reviewed between the Director of Purchasing Services and the Vice Chancellor, Business Services. As appropriate, the Vice Chancellor, Business Services may elect to discuss a course of action for the late Purchase Request in a Chancellor's Cabinet meeting.

(3) Only requisitions that have been approved through this process will be completed for FY 13-14.

Please contact the Director of Purchasing Services at (650) 949-6166 or greypam@fhda.edu if you have questions about any of the above.

Thank you for your cooperation.

¹ Excluding requisitions to increase FY 13-14 open orders to pay outstanding invoices.