

FHDA MATERIAL SERVICES/PURCHASING SERVICES
ASSIGNMENT LIST as of September 1, 2009

I. Director, Material Services/Purchasing Services: (funded 75% fund 14 and 25% Measure C)
Carmen Redmond, C.P.M., x 6166

Supervises Buyers and Warehouse Workers; Supervises or directly handles, in accordance with applicable laws and policies, complex acquisitions of any commodity or service including but not limited to advertised sealed bids and requests for proposals for major acquisitions, lease financing, public projects, construction, public works contracts, Measure C and School Bond purchases, professional services contracts, requests for bidder prequalification, data processing systems, and telecommunications. Analyzes bid results. Writes or co-writes board agenda submittals. Recommends award of formal bids by the Board of Trustees. Investigates and responds to bid protests. Reviews and assigns Purchasing Requisitions. Reviews Agreements with Independent Contractors for professional services and consultant services. Contract Administrator for cell site contracts and other District contracts for equipment, supplies, or services. Stores, sells, donates, or recycles surplus District property in accordance with applicable laws and policies. Writes and publishes District policies and procedures for purchasing and contracting. Conducts staff and customer training. Maintains Purchasing Services web pages.

II. Executive Assistant: (funded 50% fund 14 and 50% Measure C)
Linda Mahi, x 6193

Distributes/faxes Purchase Order documents; Assists Purchasing Director with bid document creation, bid advertisements, bid amendments, correspondence, budget monitoring, customer service, customer training, and meeting arrangements; Liaison with District customers, contractors, attorneys, and other callers; Maintains list of bids in process; Performs receptionist duties; Answers telephones; Receives and Distributes mail; Files completed Purchase Requisitions; Assists with bid document distribution; Assists with pre-bid conferences and formal bid openings; Prepares and processes award documents for formal bids; Prepares Board submittal materials for distribution; Assists with forms creation and forms revisions; Monitors and replenishes office supply inventory; Key operator for copier, printers, and fax machine. Assists Director with assignment of incoming requisitions and maintains database for Requisition/Purchase Order Tracking; Maintains current and prior year Purchasing files; Maintains Purchasing's catalog library; Assists with bidders' list database; Maintains Purchasing Services web pages; Maintains file of CMAS and other piggybackable public contracts. Processes stores requisitions and chargebacks. Processes chargebacks for paper shredding and paggers.

III. Central District Shipping and Receiving: Unloads trucks; delivers packages and mail to campuses and Central Services; operates District Stores; Tags Fixed Assets; and assists with Surplus Property Storage:

Dave Jones and Joe Arquines, x 6171 (funded 100% fund 14)

IV. The following position is funded 85% by Measure C and 15% by fund 14.
Gina Bailey, x 6165

Senior Buyer: Buyer for Major and Minor Measure "C" and non-C Public Projects, Construction,

Renovation, Professional Services and related Change Orders; Facility Maintenance Services; RFQ's for Bidder prequalifications; RFP's for professional services. Serves as lead for implementation of Banner Purchasing module. Also buys Facility Maintenance Supplies or Equipment:

- construction, remodeling, demolition, carpet, flooring, tile, HVAC, electrical, plumbing, data network cabling, glazing, carpentry, painting, and other crafts
- facilities repairs and routine maintenance
- building materials, plumbing, locks, and electrical supplies
- plumbing supplies
- electrical supplies
- lamps & light fixtures
- groundskeeping equipment and supplies
- heating and ventilation equipment and supplies
- painting equipment/supplies
- hardware and tools
- locks and security

V. The following position is 40% Measure C-funded and 60% Fund 14.

Frank Greco, Senior Buyer, x6284

(Frank is filling in for Annette Perez, Senior Buyer. She is on PDL until 7-1-10)

Senior Buyer for Non-Measure C equipment including: Computer Hardware, Peripherals, and Software; Multimedia equipment and installation; Telephone equipment and supplies, including wireless; Office and Classroom Furniture; Vehicles (cars, trucks, and other) including the licensing of the vehicles; Copiers, fax machines, and other office equipment; Drafting Equipment.

Purchases Non-Measure C construction/public projects, construction-related professional services agreements, facilities repairs, and routine maintenance.

Back-up to Senior Buyer IV for Measure C construction/public projects, facilities repairs, routine maintenance, and professional services agreements; Back-up to Buyer VII for purchases and receiving of Measure C-funded equipment.

Contract Administrator for Web-based Office Supplies Contracts

Frank also purchases the following commodities:

- Office supplies and paper
- Automotive equipment and supplies
- Printing services and supplies
- Drafting supplies
- Reorders forms and other stock for Central Stores.
- Open Purchase Orders/Standing Orders for Real Property Rentals and leases
- Open Purchase Orders/Standing Orders for equipment leases

VI. The following position is 100% Fund 14.

Eric Olague, Buyer, x 6163

(filling in for Dawn Allshouse until 7-1-10)

Buyer for non-Measure C funded purchases only in the following categories: Instructional Equipment and Supplies; Music and Audio-Video; Classroom equipment/supplies; Athletic equipment/supplies; Custodial Supplies; Surplus Property Removal, Sales, Recycling, and Disposal; Back up to Buyer V for Stores stock replenishment; Back-up to Buyer V for administration of web-based office supply contracts; Creates POs for Agreements for Services and Independent Contractor Agreements if they are not Measure C funded. Processes Stores Requisitions and chargebacks in absence of the Executive Assistant. Processes chargebacks for pager and shredding services in absence of Executive Assistant.

Also purchases the following commodities if they are not funded by Measure C:

- instructional and testing materials
- scientific equipment/supplies
- first aid supplies
- health equipment/supplies
- dental equipment/supplies
- childcare supplies
- custodial equipment and supplies
- machine tools & supplies
- auto technology classroom equipment
- publications
- textbooks
- electronic measurement devices and equipment
- bus charters
- ceramics equipment/supplies
- music equipment and supplies: choral, instrumental
- photography and video equipment/supplies
- television and radio equipment/supplies
- warehouse and material handling equipment
- uniforms
- fuel
- Non-contract Office Supplies
- Open Orders/Standing Orders and One-time Purchase Orders for Routine Equipment Maintenance
- Pagers. Also, acts as back-up to Executive Assistant for pager expense chargebacks
- Shredding services. Also, acts as back-up to Executive Assistant for related chargebacks

VII. This position is funded 100% by Measure C.

Dawn Allshouse, Acting Measure C Senior Buyer, x 6162

(Dawn is filling in for Frank Greco until 7-1-10)

Measure C Senior Buyer: Conducts advertised sealed bids and Requests for Proposals as required by applicable statutes; Buys Measure C-funded technology equipment and related services including but not limited to: Computer Hardware and Software, Telephone equipment,

Telecommunications and Data Processing Systems, Copiers, and Multimedia Classroom equipment and installation. Also buys Measure C funded furniture. May also purchase Measure C-funded construction/public projects and repairs and professional services agreements as a back-up to Senior Buyers IV and V, Gina Bailey and Annette Perez. Assists campuses as needed with the receiving of Measure C equipment.

Duties include the following if the purchase is Measure C-funded:

- computer hardware and peripherals
- analog and digital copiers
- custodial equipment
- dental equipment
- Instructional, classroom, and athletic equipment
- office and classroom furniture
- software licenses
- multimedia classroom equipment and installation
- scientific equipment
- telephone supplies and equipment, including wireless
- medical equipment
- music equipment
- office equipment
- auto technology classroom equipment
- electronic measurement devices and equipment
- ceramics equipment
- photography and video equipment
- television and radio equipment
- vehicles, purchase and licensing
- Disposition of surplus computers and peripherals (e-waste) that results because the District has acquired Measure C funded replacements