

PURCHASING SERVICES

DRAFT ASSIGNMENT LIST as of October 30, 2013

I. Director, Purchasing Services: (funded 85% Fund 14; 15% Measure C)

Pam Grey, x 6166

Supervises Buyers and Executive Assistant; 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. Stores, sells, donate, or recycle 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. Maintain Purchasing Services web pages.

II. Executive Assistant: (funded 75% Fund 14; 25% 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; Runs monthly Banner Reports.

III. The following position is funded 55% Fund 14; 5% Measure E; 35% Measure C;

Gina Bailey, Senior Buyer, x6165 – Construction & Facilities Maintenance

Buyer for Major and Minor Measure E, Measure C, and non-C/E 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 Banner Purchasing module. This assignment includes:

- Construction, remodeling, demolition, carpet, flooring, tile, HVAC, electrical, plumbing, data network cabling, glazing, carpentry, painting, and other crafts
- Facilities repairs and routine maintenance
- Construction-related professional services agreements
- Measure C-funded facility maintenance or construction supplies/materials
- Non-Measure C construction/public projects, construction-related professional services, facility repairs, and facility maintenance
- Non-Measure C Agreements for Services and Independent Contractor Agreements
- Vehicles

- Non Measure C:
 - Parking permits
 - Data destruction services
 - Testing/Assessment
 - Scantron
 - Diplomas
 - Telephone supplies, equipment, and maintenance, including wireless
- Copiers, including leases and maintenance agreements
- Office equipment for new or renovated buildings
- Requests for Proposals for Food Services (cafeterias, Child Development Center, etc.)

IV. The following position is funded 50% Fund 14; 50% Measure C.

Annette Perez, Senior Buyer, x6163

Buyer for Measure C FF&E purchases and Measure C Construction, Renovation, Professional Services and related Change Orders; RFQ's for Measure C Bidder prequalifications; RFP's for Measure C professional services. Serves as lead for Banner Purchasing module. This assignment includes:

- Measure C construction, remodeling, demolition, carpet, flooring, tile, HVAC, electrical, plumbing, data network cabling, glazing, carpentry, painting, and other crafts
- Non-Measure C construction/public projects, construction-related professional services, facility repairs, and facility maintenance
- Construction-related professional services agreements
- Multimedia Classroom equipment, installation, and maintenance
- Telecommunications, Network, and Data Processing Systems and maintenance
- Moving Services
- Citation processing, dispatch services
- Flea Market
- Software, except Non-Measure C Instructional software (see Buyer VI, Eric Olague)
- Open Purchase Orders/Standing Orders for Real Property rentals and leases
- Open Purchase Orders/Standing Orders for Capital leases
- Non-Measure C Agreements for Services and Independent Contractor Agreements
- Office and Classroom Furniture

V. The following position is funded 90% Fund 14 10% Measure C

Eric Olague, Buyer, x6906 or District cell phone (650) 333-9639

Approximately 75% of this assignment is used to make non-Measure C funded purchases in the categories shown below. The other 25% of the assignment is used to perform surplus property storage, sale, and other disposition tasks regardless of whether the surplus property has been replaced by Measure-C or non-Measure C funds.

- Facility Maintenance Supplies, Equipment, or Services including:
 - building materials, plumbing, locks, and electrical supplies
 - plumbing supplies
 - electrical supplies
 - lamps & light fixtures
 - groundskeeping equipment/supplies
 - heating and ventilation equipment/supplies
 - painting equipment/supplies
 - hardware and tools
 - locks and security
 - custodial equipment/supplies
 - pest control

- Instructional Equipment and Supplies, including:
 - scientific equipment/supplies
 - medical equipment/supplies
 - dental equipment/supplies
 - childcare supplies
 - music and audio-video
 - athletic
 - auto technology classroom equipment/supplies
 - publications
 - textbooks
 - machine tools/supplies
 - electronic measurement devices and equipment
 - ceramics equipment/supplies
 - music equipment and supplies
 - choral, instrumental equipment/supplies
 - photography and video equipment/supplies
 - software & testing materials
 - television and radio equipment/supplies
- First aid supplies
- Health equipment/supplies
- Drafting equipment/supplies
- Firearms and ammunition
- Bus charters
- Uniforms
- Building alarm installation and service agreements
- Custodial equipment
- Warehouse and material handling equipment
- Vehicle maintenance and repair parts and/or maintenance services
- Open Orders/Standing Orders and One-time Purchase Orders for Routine Equipment Maintenance
- Reorders forms and other stock for Central Stores
- Pagers
- Office equipment including printers, scanners, & fax machines, postage meters, but excluding copiers
- Office Supplies, including ink for printers
- Printing services, equipment, and supplies (including paper and letterhead)
- Acts as Contract Administrator for the web-based office supply contracts
- Surplus Property Removal, Sales, Recycling, and Disposal
- Fuel (including credit cards)