

**MARIN COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 2014 - 16**

**WHEREAS**, Board Policy 6150 states that the Board of Trustees will authorize and approve all authorized signatures, and

**WHEREAS**, authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President and other officers appointed by the Superintendent/President;

**WHEREAS**, the authorization to sign is based on the District's purchasing matrix as posted on the Fiscal Services Department website (attached);

**WHEREAS**, the authorization to sign enables the District to conduct normal business in a timely manner;

**NOW, THEREFORE BE IT RESOLVED** that signature authorization be approved for the individuals in the following positions for the 2014/2015 fiscal year;

Superintendent/President	Financial Transactions Loan Requests/Tax Revenue Anticipation Notes Contracts, Agreements, Leases Academic Transactions Advancement Transactions
Vice President, Finance & College Operations	Financial Transactions Loan Requests/Tax Revenue Anticipation Notes Contracts, Agreements, Leases Health and Welfare Benefits Associated Student Checks Signature Authority on behalf of Superintendent/President Advancement Transactions
Vice President, Student Learning	Academic Transactions Academic Site/Clinical Agreements Advancement Transactions
Vice President, Student Services	Academic Transactions Associated Student Checks Advancement Transactions
Executive Director of Human Resources and Labor Relations	Labor Agreements
Director, Fiscal Services	Financial Transactions Loan Requests/Tax Anticipation Notes Signature Authority on behalf of VP Finance & College Operations
Senior Accountants	Financial Transactions

Continued

Dean, Enrollment Services

Financial Aid Transactions  
Associated Student Checks

Buyer

Purchase Orders

The foregoing Resolution was adopted upon motion of Trustee TREANOR seconded by Trustee BEVIS, at a regular meeting on this 17<sup>th</sup> day of June, 2014, by the following vote:

AYES: 6

NOES: 0

ABSENT: 1

STATE OF CALIFORNIA )

)

COUNTY OF MARIN )

I, David Wain Coon, Superintendent/President of the Marin Community College District of Marin County, California, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by said Board at a regular meeting thereof, held at its regular place of meeting at the time and by the vote above stated.



Secretary to the Board of Trustees

**GENERAL PURPOSE PURCHASES<sup>6</sup>**

TYPE OF PURCHASE	TOTAL AMOUNT OF PURCHASE	QUOTE OR SOLICITATION REQUIREMENTS	SIGNATURE AUTHORITY	PURCHASE OR CONTRACT TYPE
1. Minor Purchases: products, materials, supplies, (non-consultant) maintenance/repairs and services.	\$1 to \$1,000	Not required.	VP of College Operations <u>or</u> Dir. Fiscal Services	Paid via CAL-Card by the purchasing cardholder or paid via Check Request by Accounting
2. Minor Purchases: products, materials, supplies, (non-consultant) maintenance/repairs and services.	\$1,001 to \$10,000	One documented written or catalog quote.	VP of College Operations <u>or</u> Dir. Fiscal Services	Purchase Order generated by Purchasing Department to encumber funds.
3. Major Purchases: products, equipment, supplies, (non-consultant) maintenance/repairs and services.	\$10,001 to bid limit	At least 3 written price quotations. If only one vendor, provide sole source justification.	Superintendent/President <u>or</u> Vice President/College Operations	Purchase Order generated by Purchasing Department to encumber funds.
4. Formal Competitive Purchases: equipment, materials, supplies, maintenance/repairs and non-consultant services.	Over statutory bid limit <sup>1</sup>	Advertise competitive bid or RFP by Purchasing Department.	<b>BOT approval required</b> before signature by President <u>or</u> VP/College Operations	Purchase Order generated by Purchasing Department to encumber funds.

**PUBLIC PROJECTS PURCHASES**

5. Public Projects - facility construction, alteration, renovation, demolition, painting or repair. <sup>2</sup>	\$1 to \$14,999	At least 3 or more written price quotations obtained by Facilities or Modernization. <sup>3</sup>	Superintendent/President <u>or</u> Vice President/College Operations	Purchase Order generated by Purchasing Department to encumber funds.
6. Public Projects, Formal Bid - facility construction, alteration, renovation, demolition, painting or repair. <sup>2</sup>	\$15,000 <sup>5</sup> or more	Formal advertised bids by Purchasing Department. <sup>3</sup>	<b>BOT approval required</b> before signature by President <u>or</u> VP/College Operations	Purchase Order generated by Purchasing Department to encumber funds.

**PROFESSIONAL SERVICES/CONSULTANTS**

7. Professional Services/Independent Contractor (Consultant) i.e., (Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	\$1 to \$14,999	The Requesting Department management staff obtains qualification data, rates and prices from two Vendors who can perform the work and provides the best value to COM.	Director of Modernization; <u>or</u> Vice Presidents; <u>or</u> Superintendent/President	Purchase Order generated by Purchasing Department to encumber funds.
8. Professional Services/Independent Contractor (Consultant) i.e., (Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	\$15,000 to \$40,000	The Requesting Department management staff obtains qualification data, rates and prices from two Vendors who can perform the work and provides the best value to COM.	VP of College Operations; <u>or</u> Superintendent/President	Purchase Order generated by Purchasing Department to encumber funds.
9. Professional Services/Independent Contractor (Consultant) i.e., (Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	\$40,001 to bid limit	The Requesting Department management staff obtains qualification data, rates and prices from two Vendors who can perform the work and provides the best value to COM.	VP of College Operations; <u>and</u> Superintendent/President	Purchase Order generated by Purchasing Department to encumber funds.
10. Professional Services/Independent Contractor (Consultant) i.e., (Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	Over statutory bid limit <sup>1</sup>	Advertise competitive bid or RFP by Purchasing Department.	<b>BOT approval required</b> before signature by Superintendent/President <u>or</u> VP of College Operations	Purchase Order generated by Purchasing Department to encumber funds.
11. Textbooks, library books, and educational films, audiovisual materials, test materials, workbooks, instructional computer software packages or periodicals. <sup>4</sup>	All	None, but is preferable to request competitive pricing. <sup>4</sup>	Vice President of Student Learning <u>and</u> Dean over Library Services	Purchase Order generated by Purchasing Department to encumber funds.

**FOOTNOTES:**

1. Statutory Bid Limit is adjusted annually to reflect annual increase. Per California Community Colleges Chancellor's Office memorandum dated January 3, 2014 the new threshold effective January 1, 2014 is \$84,100
2. Public Projects include: construction, reconstruction, alteration, renovation, improvement, demolition, painting, major repair work as per California Public Contract Code Section 22002(c)(1)
3. Reviewed for compliance California Education Code Section 88003.1 before issuance of Purchase Order/Contract
4. As per California Education Code Section 81651
5. Public Projects threshold as per California Public Contract Code Section 20651(b)
6. General Purchases can be procured from Ca. Statewide Contracts or WSCA Contracts at the following websites. <http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm> or searchable format at <http://www.bidsync.com/DPX?ac=agencycontilis&forid=307818> WSCA Contracts can be found at <http://www.dcs.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/ContractsWSCA.aspx>