



MEMORANDUM

TO: HONORABLE BOARD OF SUPERVISORS
FROM: Bill Schulze, Chief Building Official *WS*
DATE: June 13, 2006
SUBJECT: RATIFICATION OF PAYMENT FOR DRAFTING TABLES

ACTION REQUESTED

Your approval is requested to ratify the payment for drafting tables for the Building Department to California Surveying and Drafting in the amount of \$4,753.32.

BACKGROUND:

In anticipation of moving into the new Community Development and Resource Center (Center) the Building Department budgeted monies to purchase drafting tables that will fit in the cubicles at the new Center. The current tables are larger than needed and will not fit in the cubicle configuration in the new building.

Procurement was not originally involved in procuring the materials and service for this build-up. However good the intentions and the zealousness to get the tables ordered in time to move into the new building, the Building Department staff discovered that the actions taken did not follow the policies outlined in the Purchasing Policy Manual adopted by your Board. Had we involved Procurement from the onset of this process, I am sure they could have met our needs while complying with Purchasing Policy Manual. That acknowledged, the vendor responded to our urgent request immediately to provide the drafting tables. The invoice for the drafting tables total \$4,753.32 and have been confirmed by Procurement so that the vendor could be paid. Because the department's actions were taken outside the authority allowed by the Purchasing Policy Manual, your Board's approval is requested to ratify this payment for services to California Surveying and Drafting in the amount not-to-exceed \$4,753.32.

Staff training in how to properly procure items in accordance with the Purchasing Policy Manual is currently being scheduled.

FISCAL IMPACT:

The monies to purchase the drafting tables are in the current budget. There is no additional fiscal impact.

cc: John Marin, Director CDRA

