

M E M O

TO: District Manager

FROM: Purchasing Agent

SUBJECT: AUTHORIZATION TO BID FOR INVENTORY MATERIALS
FOR A SIX- MONTH PERIOD

DATE: February 16, 2006

RECOMMENDATION:

It is recommended that the Board of Directors authorize advertisement of bids for the six-month contracting of inventory materials.

BACKGROUND AND OVERVIEW:

During the last fiscal year, the District contracted suppliers who guaranteed their prices for six months. This form of purchasing has given the District volume pricing based on a six-month estimation of inventory parts.

FINDINGS AND ALTERNATIVES:

The District's part specifications and requirements have been established. I would like to start formal bidding procedures by February 17, 2006. The estimated cost of parts for six months is approximately \$30,000.00.

SUMMARY:

It is to the District's advantage to bid for a six-month period for inventory materials. It is therefore recommended that the Board of Directors authorize advertisement of bids for this purpose. This project has been reviewed for budget consideration, and has also been reviewed by the Finance Manager.

Carole Triant
Purchasing Agent