



LOS ANGELES COMMUNITY COLLEGE DISTRICT

EAST • CITY • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECHNICAL • VALLEY • WEST
OFFICE OF THE CHANCELLOR

Directive Number 142
April 14, 2011

TO: College Presidents

RE: Pursue Costs Savings by Use of Available Contracts for Procurement

In light of the current, severe fiscal constraints, the contracting authority delegated to the College Presidents, and delegable by them to the Vice Presidents of Administrative Services, is limited as follows, effective for all orders or contracts initiated within five business days following the date of this directive:

- Utilize existing District-wide agreements for all supplies, equipment and other purchases, in order to ensure the most effective use of funds and staff time.
- Needs that cannot be met with existing District-wide agreements or where more favorable pricing has been provided by written quote may be allowed at the discretion of the Deputy Chancellor or her designee, by obtaining permission in advance of purchase.
- Ratification items for purchases that do not comply with this directive will be returned and become the personal responsibility and liability of the individual(s) who made the purchase(s).

Specific contracts available include the Foundation for California Community College (FCCC) agreement with Office Depot with savings ranging from 10% to 60% depending on specific material. Other available agreements have been established through the Western States Contracting Alliance, including industrial supplies through Grainger with savings from 10% to 83% on over 140,000 products; janitorial supplies contract are available with Waxie with discounts from 45% to 60% off list pricing; copier agreements are also available for Konica, Oce, Ricoh, Sharp, Toshiba and Xerox machines.

- Multiple formally bid contracts have been established through Build-LACCD that include classroom, library and office furniture with discounts ranging from 35% to 61% from vendors such as Krueger International, Haworth and Unisource. The Colleges may utilize operational funds for purchases under these contracts. Use of bond funds for purchasing remains subject to established procedures and limitations for bond fund expenditures.


Daniel J. LaVista, Ph.D.
Chancellor

c: Board of Trustees
Executive & Senior Staff
Personnel Commission