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Founded 1920

W. Coburn Cook, 1892-1953
Lin H. Griffith, 1923-2014

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*Celebrating Our
95th Anniversary*

June 23, 2015

To: Board of Directors, North San Joaquin Water Conservation District

From: 
Roger K. Masuda, General Counsel

Subject: New Procurement Rules – Board Policy Manual Section 23

1. Attached for your consideration is a proposed Resolution Amending Board Policy Manual Section 23, Bid Requirements. When Section 23 was amended in March 2012, the District was not heavily involved in procuring supplies, materials, equipment, or services for District projects. Now the District needs more flexibility and efficiency in the procurement process.

2. The amounts proposed of “less than \$5,000,” “\$25,000 or less,” and “in excess of \$25,000” are just suggested amounts. The Board may wish to use different amounts.

3. Safeguards are provided in the proposed Procurement Rules, such as the Board approving the applicable specifications or the scope of services, the Treasurer reporting to the Board that the funds have been budgeted and are available to pay for the procurement, and the Board awarding the contracts. To provide some flexibility, the Board is authorize to delegate certain approvals to a Board committee or a Board-appointed Contracting Officer.

4. Sara Lima in my office is our lead government contracts attorney and she has been working with Walt Sadler on developing form purchasing documents to help standardize the District’s procurement process.

5. Assistant General Counsel David Hobbs will be attending the June 29 Board meeting in my place. He is also familiar with government contract requirements.

[end of memorandum]