

**Resolution 2018-19: 52**

**Authority for RJSCB Chair to Authorize Certain Purchase Orders, Contracts and Amendments**

**By Board Member Brown**

WHEREAS, the Rochester School Facilities Modernization Program Act (“the Act”) established the Rochester Joint Schools Construction Board (“RJSCB” or “Board”), a seven voting member board consisting of equal representation by the City of Rochester (“City”) and the Rochester City School District (“District”), as well as a member jointly selected by the City and the District; and

WHEREAS, under the Act, the RJSCB has certain enumerated powers to act as agent for the District, the City, or both; and

WHEREAS, the authorizing legislation for Phase 2 of the Rochester Schools Modernization Program (“RSMP”) was signed into law by the Governor of the State of New York on December 17, 2014; and

WHEREAS, the amended Act authorized up to 26 projects in Phase 2 of the RSMP including a District Wide Technology (“DWT”) program, which involves technology upgrades and infrastructure work at several of the possible projects; and

WHEREAS, for Phase 2 of the RSMP, the RJSCB intends to undertake 14 projects for the design, reconstruction, or rehabilitation of existing school buildings for their continued use by the District (collectively, the “Phase 2 Projects”), which have been further defined as Phase 2a, Phase 2b, Phase 2c and Phase 2d, plus a DWT project at each of the Phase 2 school buildings; and

WHEREAS, in the absence of an Executive Director, the RJSCB Chair has and will obtain detailed knowledge of the RSMP and the day-to-day operations of the RJSCB; and

WHEREAS, the RJSCB has a Purchasing and Procurement Policy that details the operative policy and instructions regarding the award of certain contracts for goods and services; and

WHEREAS, pursuant to the Purchasing and Procurement Policy, goods and services that are not required to be procured through competitive bidding are to be procured in a manner to ensure the prudent and economical use of public monies, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption; and

WHEREAS, in order to promote efficient and streamlined operation of the RSMP and give the Chair sufficient responsibility to address minor situations as they arise, the RJSCB intends to delegate to the Chair the power to authorize certain purchase orders, public works contracts and amendments to existing contracts without the prior approval of the full Board consistent with the RJSCB’s Purchasing and Procurement Policy.

THEREFORE, BE IT RESOLVED:

1. The RJSCB hereby grants the following authority to its Chair:
  - a. The Chair may, without obtaining prior RJSCB approval, authorize and execute purchase orders for materials, equipment or supplies, provided that such purchase orders do not involve a financial commitment of the RJSCB in excess of \$20,000 annually and the Chair has determined such procurement is in accord with the objectives of the Purchasing and Procurement Policy. The Chair shall report all such purchase orders to the RJSCB at the next regularly scheduled Board meeting.

- b. The Chair may, without obtaining prior RJSCB approval, authorize and execute public works contracts/purchase orders involving services, labor or construction and materials, provided that such contracts do not involve a financial commitment of the RJSCB in excess of \$35,000 and the Chair has determined such procurement is in accord with the objectives of the Purchasing and Procurement Policy. The Chair shall report all such contracts/purchase orders to the RJSCB at the next regularly scheduled Board meeting.
  
- c. The Chair may, without obtaining prior RJSCB approval, authorize and execute amendments to professional services contracts, provided that such contracts do not involve a financial commitment of the RJSCB in excess of \$35,000 and the Chair has determined such procurement is in accord with the objectives of the Purchasing and Procurement Policy. The Chair shall report all such amendments to the RJSCB at the next regularly scheduled Board meeting.

**Second by Board Member Cruz**  
**Approved 7-0**