

College of Marin Purchasing Matrix*

GENERAL PURPOSE PURCHASES

Footnote	TYPE OF PURCHASE	TOTAL AMOUNT OF PURCHASE	QUOTE OR SOLICITATION REQUIREMENTS	SIGNATURE AUTHORITY	PURCHASE OR CONTRACT TYPE
	Minor Purchases: products, materials, supplies, (non-consultant) maintenance/repairs and services.	\$1 to \$1,000	Not required.	Asst. Superintendent/VP of Admin. Svcs. <u>or</u> Dir. Fiscal Services	Paid via CAL-Card by the purchasing cardholder or paid via Check Request by Accounting.
	Minor Purchases: products, materials, supplies, (non-consultant) maintenance/repairs and services.	\$1,001 to \$10,000	One documented written or catalog quote.	Asst. Superintendent/VP of Admin. Svcs. <u>or</u> Dir. Fiscal Services	Purchase Order generated by Purchasing Department to encumber funds.
	Major Purchases: products, equipment, supplies, (non-consultant) maintenance/repairs and services.	\$10,001 to \$50,000	At least 2 written price quotations. If only one vendor, provide sole source justification.	Superintendent/President <u>or</u> Asst. Superintendent/ VP of Admin. Svcs.	Purchase Order generated by Purchasing Department to encumber funds.
1	Major Purchases: products, equipment, supplies, (non-consultant) maintenance/repairs and services.	\$50,001 to Statutory Bid Limit	At least 3 written price quotations. If only one vendor, provide sole source justification.	Superintendent/President <u>or</u> Asst. Superintendent/ VP of Admin. Svcs.	Purchase Order generated by Purchasing Department to encumber funds.
1	Formal Competitive Purchases: equipment, materials, supplies, maintenance/repairs and non-consultant services.	Over statutory bid limit	Advertise competitive bid or RFP by Purchasing Department.	BOT approval required before signature by President <u>or</u> Asst. Superintendent/VP of Admin. Svcs.	Purchase Order generated by Purchasing Department to encumber funds.
2, 2a, 2b	Any of the above items on Statewide, piggyback, NJPA, US Communities, GSA Award, CMAS or other previously competitively bid contract is exempt from above criteria if it serves public agencies.		One documented written or catalog quote from contracted pricing guide, must include contract number.	Superintendent/President <u>or</u> Asst. Superintendent/ VP of Admin. Svcs.	Purchase Order generated by Purchasing Department to encumber funds.
3	Textbooks, library books, and educational films, audiovisual materials, test materials, workbooks, instructional computer software packages or periodicals.	All	None, but it is preferable to request competitive pricing.	Asst. Superintendent/VP for Student Learning <u>and</u> Dean over Library Services	Purchase Order generated by Purchasing Department to encumber funds.

PUBLIC PROJECTS PURCHASES - CUPCCAA PROCUREMENT PROCESS

(California Uniform Public Construction Cost Accounting Act)

4, 4a	Public Projects - facility construction, alteration, renovation, demolition, painting or repair.	\$1 to \$60,000	At least 3 written price quotations retained by Facilities or Modernization from the contractors on the Pre-Qualified Contractor's	Superintendent/President <u>or</u> Asst. Superintendent/ VP of Admin. Svcs.	Purchase Order generated by Purchasing Department to encumber funds.
4, 4b, 4c	Public Projects, Informal Bid - facility construction, alteration, renovation, demolition, painting or repair.	\$60,001 to \$200,000	Informal Bid by Purchasing Department retained from the contractors on the Pre-Qualified Contractor's List.	Superintendent/President <u>or</u> Asst. Superintendent/ VP of Admin. Svcs.	Purchase Order generated by Purchasing Department to encumber funds.
4, 4d	Public Projects, Formal Bid - facility construction, alteration, renovation, demolition, painting or repair.	\$200,001 and larger	Formal advertised bids by Purchasing Department retained from the contractors on the Pre-Qualified Contractor's List.	BOT approval required before signature by President <u>or</u> Asst. Superintendent/VP of Admin. Svcs.	Purchase Order generated by Purchasing Department to encumber funds.

PROFESSIONAL SERVICES/CONSULTANTS

5	Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc. <i>(Professional services are NOT limited to the aforementioned list but are defined in CA Purchasing Code, Gov. Code, Ed. Code, and other law)</i>	\$1 to \$100,000 (Unless exempt by code)	The Requesting Department management staff obtains qualification data, rates and prices from two Vendors (if available) who can perform the work and provides the best value to COM unless in the determination of the VP Finance as approved by the Superintendent/President one vendor will provide the best value based on special expertise, related experience with the District, and/or	Asst. Superintendent/VP of Admin. Svcs.; <u>or</u> Superintendent/President	Purchase Order generated by Purchasing Department to encumber funds.
5	Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc. <i>(Professional services are NOT limited to the aforementioned list but are defined in CA Purchasing Code, Gov. Code, Ed. Code, and other law.)</i>	Over \$100,000 (Unless exempt by code)	Advertise competitive bid or RFP by Purchasing Department. <i>If exempt by code, provide the justification for the exemption. Definition of services must be clear and definitive. VP Finance/General Counsel has final authority to make this determination.</i>	BOT approval required before signature by Superintendent/ President <u>or</u> Asst. Superintendent/ VP of Admin. Svcs. (Unless exempt by code)	Purchase Order generated by Purchasing Department to encumber funds.

CERTIFIED SMALL BUSINESS / DISABLED VETERAN BUSINESS ENTERPRISE

6	Certified Small Business/Micro Business or Disabled Veteran Business Enterprise for products or services	\$1 to \$250,000 (Unless exempt by code)	The Requesting Department management staff obtains qualification data, rates and prices from at least two small business/disabled veteran business enterprise vendors who can perform the work and provide the best value to COM.	Asst. Superintendent/VP of Admin. Svcs.; <u>or</u> Superintendent/President	Purchase Order generated by Purchasing Department to encumber funds.
6	Certified Small Business/Micro Business or Disabled Veteran Business Enterprise for products or services	Over statutory bid limit (Unless exempt by code)	Advertise competitive bid or RFP by Purchasing Department.	BOT approval required before signature by Superintendent/ President <u>or</u> Asst. Superintendent/ VP of Admin. Svcs. (Unless exempt by code)	Purchase Order generated by Purchasing Department to encumber funds.

SOLE SOURCE / SOLE BRAND

7	Sole source/ sole brand for materials or services, such that there is no practical value in soliciting for materials or services, e.g. they are the only company who makes a product or it is proprietary in nature. (This is rare and not often used.)	Any	Requesting Department must provide a letter in advance of any purchasing with the justification for the sole source designation. VP Finance/General Counsel has final authority to make this determination.	BOT approval required before signature by Superintendent/ President <u>or</u> Asst. Superintendent/ VP of Admin. Svcs. (Unless exempt by code)	Purchase Order generated by Purchasing Department to encumber funds.
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MEASURE B - 2016 BOND FUNDS

	NO PURCHASES shall be made using district issued credit cards. No check reimbursements shall be approved for Measure B. All purchases must be generated through the purchase order approval process. Failure to do so will authorize the expenses to be charged to the departmental or district wide unrestricted fund				
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* and 1-7 See footnotes on next page.

FOOTNOTES:

- * The Purchasing Matrix is intended for reference only. It is not an exhaustive summary of potentially-applicable law, policies, or procedures. Contact Fiscal Services with questions. For example, competitive bidding may be avoided when repairs, alterations, work or improvements are necessary to avoid danger to life or property in an emergency. (California Public Contract Code (PCC) § 22050.) Emergency agreements must be approved by VP Admin Services and General Counsel.
- 1 Statutory Bid Limit is adjusted annually to reflect annual increase. Per California Community Colleges Chancellor's Office memorandum dated December 23, 2020 the new threshold effective January 1, 2021 is \$96,700. This amount is subject to Annual Adjustments per PCC § 20651 (a), (d), as noticed by the California College System Office.
- 2 PCC §§ 20661, 20652, 20653, 20653.5; California Education Code (Ed. Code) §§ 72670.5, 81646. General purchases can be procured from California Statewide Contracts. PCC § 20652.
- 2a Purchases to be made from SourceWell, Formerly NJPA can be found at <https://sourcewell-mn.gov/> or searchable format at <http://www.bidsync.com/DPX?ac=agencycontlist&foroid=307818>
- 2b WSCA Contracts can be found at <http://www.des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/ContractsWSCA.aspx>
- 3 Ed. Code § 81651; PCC § 20118.3.
- 4 Public Projects include: construction, reconstruction, alteration, renovation, improvement, demolition, painting, major repainting, cabling and major repair work as per PCC § 22002.
- 4a Per PCC § 22032, projects up to \$60,000 may be done by force account, negotiated contract, or PO.
- 4b Per PCC § 22032, projects from \$60,001 to \$200,000 may be bid by informal bidding under PCC § 22034.
- 4c Per PCC § 22034, if all of the informal bids received exceed \$200,000 project may still be awarded to lowest bidder, up to a maximum of \$212,500. MCCD Board approval required for any purchase/agreements over \$200,000.
- 4d Per PCC § 22032, projects over \$200,000 must be let by formal bidding procedure unless statutory exception applies.
- 5 California Government Code (Gov. Code) §§ 4525, 37103, 53060, and et seq.; PCC §§ 20651(c), 10295, 10335 et seq.; caselaw including *Jaynes v. Stockton* (1961) 193 Cal. App. 2d 47; *Cobb v. Pasadena City Bd. of Education* (1955) 134 Cal. App. 2d 93. Architectural and engineering services under Gov. Code § 4529.10 must go through a competitive selection process.
- 6 Gov. Code § 14835 et seq.; PCC §§ 10115 et seq., 20651.2; California Military and Veterans Code § 999 et seq.; Code of Federal Regulation (CFR), Title 49, Part 26 (when applicable).
- 7 (PCC § 20304) Examples of acceptable sole source purchases are: equipment for which there is no comparable competitive product, proprietary products sold directly from the manufacturer, a component or replacement part for which there is no commercially available substitute and which can be obtained only from the manufacturer, items where there is only one authorized distributor in the area, and items where compatibility with items in use by the District is an overriding consideration. VP Admin Services/General Counsel will determine if a sole source acquisition is appropriate. The following are helpful in making this determination: 1) product description, including quantity and technical features; 2) explanation of why product is unique; 3) effort to determine availability from other vendors; 4) explanation that price is reasonable; 5) certification from vendor explaining why product not available from others.