

GENERAL PURPOSE PURCHASES⁹

	TYPE OF PURCHASE	TOTAL AMOUNT OF PURCHASE	QUOTE OR SOLICITATION REQUIREMENTS	SIGNATURE AUTHORITY	PURCHASE OR CONTRACT TYPE
1.	Minor Purchases: products, materials, supplies, (non-consultant) maintenance/repairs and services.	\$1 to \$1,000	Not required.	VP of College Operations <u>or</u> Dir. Fiscal Services	Paid via CAL-Card by the purchasing cardholder or paid via Check Request by Accounting.
2.	Minor Purchases: products, materials, supplies, (non-consultant) maintenance/repairs and services.	\$1,001 to \$10,000	One documented written or catalog quote.	VP of College Operations <u>or</u> Dir. Fiscal Services	Purchase Order generated by Purchasing Department to encumber funds.
3.	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> Vice President College Operations	Purchase Order generated by Purchasing Department to encumber funds.
4.	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> Vice President College Operations	Purchase Order generated by Purchasing Department to encumber funds.
5.	Formal Competitive Purchases: equipment, materials, supplies, maintenance/repairs and non-consultant services.	Over statutory bid limit ¹ (see item 8)	Advertise competitive bid or RFP by Purchasing Department.	<u>BOT approval required</u> before signature by President <u>or</u> VP College Operations	Purchase Order generated by Purchasing Department to encumber funds.
6.	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> Vice President College Operations	Purchase Order generated by Purchasing Department to encumber funds.

PUBLIC PROJECTS PURCHASES - CUPCAA PROCUREMENT PROCESS

(California Uniform Public Construction Cost Accounting Act)

7.	Public Projects - facility construction, alteration, renovation, demolition, painting or repair. ²	\$1 to \$45,000 ³	At least 3 or more written price quotations retained by Facilities or Modernization from the contractors on the Pre-Qualified Contractor's List. ³	Superintendent/President <u>or</u> Vice President College Operations	Purchase Order generated by Purchasing Department to encumber funds.
8.	Public Projects, Informal Bid - facility construction, alteration, renovation, demolition, painting or repair. ²	\$45,001 to \$175,000 ⁴	Informal Bid by Purchasing Department retained from the contractors on the Pre- Qualified Contractor's List. ⁴	Superintendent/President <u>or</u> Vice President College Operations	Purchase Order generated by Purchasing Department to encumber funds.
9.	Public Projects, Formal Bid - facility construction, alteration, renovation, demolition, painting or repair. ²	\$175,001 and larger ^{5,6}	Formal advertised bids by Purchasing Department retained from the contractors on the Pre-Qualified Contractor's List. ^{5,6}	<u>BOT approval required</u> before signature by President <u>or</u> VP College Operations	Purchase Order generated by Purchasing Department to encumber funds.

PROFESSIONAL SERVICES/CONSULTANTS

10.	Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	\$1 to 100K (Unless exempt by code)	The Requesting Department management staff obtains qualification data, rates and prices from two Vendors who can perform the work and provides the best value to COM.	VP of College Operations; <u>or</u> Superintendent/President	Purchase Order generated by Purchasing Department to encumber funds.
11.	Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	Over \$100,000	Advertise competitive bid or RFP by Purchasing Department.	<u>BOT approval required</u> before signature by Superintendent/President <u>or</u> VP of College Operations (Unless exempt by code)	Purchase Order generated by Purchasing Department to encumber funds.
12.	Textbooks, library books, and educational films, audiovisual materials, test materials, workbooks, instructional computer software packages or periodicals. ⁷	All	None, but is preferable to request competitive pricing. ⁷	Vice President of Student Learning <u>and</u> Dean over Library Services	Purchase Order generated by Purchasing Department to encumber funds.

FOOTNOTES:

1. Statutory Bid Limit is adjusted annually to reflect annual increase. Per California Community Colleges Chancellor's Office memorandum dated December 29, 2016 the new threshold effective January 1, 2017 is \$88,300.00.
2. Public Projects include: construction, reconstruction, alteration, renovation, improvement, demolition, painting, major repainting, cabling and major repair work as per California Public Contract Code Section 22002(c)(1).
3. Per California Uniform Public Construction Cost Accounting Act, Projects up to \$45,000 may be done by force labor, negotiated contract, or PO.
4. Per California Uniform Public Construction Cost Accounting Act, Projects up to \$45,001 to \$175,000 may be bid by informal Bidding. This amount is subject to Annual Adjustments per Public Contract Code Section 20651 (a)(d), as noticed by the California College System Office.
5. If all of the informal bids received exceed \$175,000 project may still be awarded to lowest bidder, up to a maximum of \$187,500.
6. MCCD Board approval required for any purchase/agreements over \$175,000 in order to execute an Agreement.
7. As per California Education Code Section 81651.
8. Public Projects threshold as per California Public Contract Code Section 20651(b).
9. General purchases can be procured from Ca. Statewide Contracts, WSCA Contracts and NJPA at the following websites. <http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.pdf> or searchable format at <http://www.bidsync.com/DPX?ac=agencycontlist&forid=307818> WSCA Contracts can be found at <http://www.des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/ContractsWSCA.aspx> NJPA Contracts can be found at <http://www.njpacoop.org/national-cooperative-contract-solutions/contracts-general>