

Purchase Amount	Purchasing Process Requirements	Formal Bid Requirements	Requirements for Construction Bonds (Payment/Performance)	Board of Trustees Approval Requirements	State Law/Policy Reference
Goods and Services					
\$0-4,999	Provide price source (email, print screen, vendor quote) - dollar limits differ for purchases with federal funds				SRJC Board Policy/Procedure 5.8P Purchasing
\$5,000 - 88,300	Three (3) written quotes - attach to requisition or send to Buyer via email or hard copy & reference requisition #				
> \$88,300	Formal bid process includes newspaper advertisement for 2 consecutive weeks, receipt of bids at a certain date/time.	selection is made based on lowest responsive and responsible bidder meeting specifications		BOT Approves all purchases that exceed the bid threshold of \$88,300	Ed Code 81641 to 81656, PCC 20651
Public Works/Construction (includes maintenance, repairs, alterations, additions, painting, new buildings)					
SRJC Board Policy 5.8.1 & 5.8P					
\$0 - 45K	Three (3) quotes from contractors registered with the CA State Licensing Board and Dept. of Industrial Relations (DIR). The District reports to DIR the following projects: \$25K and above for new construction, alteration, installation, demolition or repair, \$15K and above for maintenance work. Payment of prevailing wages is required for all public works.		>\$25,000 requires formal contract & payment/performance bond from approved CA Surety and current insurance in required SRJC limits.		PCC 20650 to 20662
California Uniform Public Construction Cost Accounting Commission (CUPCCA) Alternate Purchase Method - Informal Bidding					
\$45 - 175K	Quotes obtained only from pre-qualified CUPCCA Contractors, quote request shall be issued to all vendors qualified for the applicable trade license, process is done by the Purchasing Dept. The District reports to DIR the following projects: \$25K and above for new construction, alteration, installation, demolition or repair, \$15K and above for maintenance work. Payment of prevailing wages is required for all public works.		>\$25,000 requires formal contract & payment/performance bond from approved CA Surety and current insurance in required SRJC limits.	Board approval required if cost >\$88,300	CUPCCA Provisions in PCC 22030-22032, 22034
The Board of Trustees adopted the State of California Uniform Public Construction Cost Accounting Commission (CUPCCA) process to expedite the vendor selection and contract process. Annually the District invites interested licensed contractors to submit qualifications and company information for inclusion on the District's list of pre-qualified bidders for the \$45K to \$175K spend threshold. Total contract amount including change orders may not exceed \$187,500. Public works funded with federal funds require use of Davis Bacon Wage Rate Schedule.					PCC 22034
Formal Bids for Public Works					
> \$175K	Requires bid advertisement in newspaper for 2 consecutive weeks	Requires a bid bond payable w/cashier check/certified check/bidder's bond from a CA approved surety - returned to bidder after award.	Payment/performance bond at \$25K and above	Submitted for Board approval.	PCC 20651
Change Orders	maximum amount allowed for change orders is 10% of original contract price			Reported in Board report or must be Board approved if part of a prior Board approved contract	PCC 20659
Contracts are required for services exceeding \$25,000, current proof of automobile, general liability and workers compensation insurance and a W9 are required from all vendors. Contracts may be required for amounts less than \$25,000 for services that include specialized work such as hazardous materials removal					
Purchasing Cooperative Contracts					
\$1 > any amount	Contracts for goods or services that have been competitively bid & awarded by fellow governmental entities. Contracts include discounted pricing and may also provide for other incentives such as extended equipment warranties, rebates to SRJC, free space design for furniture and other. For more information go to the SRJC Purchasing web page. Exception to this is federally funded purchases exceeding \$150K must be competitively bid. Purchases over the legal bid threshold require Board approval.				
Goods/Services & Technology (alternate procurement method)					
\$5-250K	Price quotes obtained from 2 or more CA certified small businesses or 2 or more Disabled Veteran Business Enterprises, certification must be confirmed in the state purchasing webpage: http://www.dgs.ca.gov/pd/Programs/OSDS.aspx			Board approval if cost >\$88,300	PCC 20651.2
Single Source, Sole Source and Emergency Procurement					
SRJC 5.8.1P					
Single Source - other vendor sources exist in the market, vendor selected because of a regulation or need to match existing equipment or program needs					
Sole Source - no other vendor sources available in the market, few instances of this exist, typically connected to a copyright, trademark or patent					
Emergency Purchases - justified when safety and welfare are compromised, emergency purchases require BOT ratification					
State Law limits the term of all contracts. Services - 5 years / Goods - 3 years					Ed Code 81644