

| Purchase Amount | Purchasing Process 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 – 99,100 | Three (3) written quotes - attach to requisition or send to Buyer via email or hard copy & reference requisition # | | | | |
| > \$99,100 | 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 \$99,100 | Ed Code 81641 to 81656, PCC 20651 |
| > \$99,100 | Formal Request for Proposals (RFP) for goods or services 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 and vendor qualifying criteria | | BOT Approves all purchases that exceed the bid threshold of \$99,100 | Ed Code 81641 to 81656, PCC 20651 |
| 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 that might require a competitive bid. Purchases over the legal bid threshold require Board approval. | | | | |
| Public Works/Construction (includes maintenance, repairs, alterations, additions, painting, new buildings) | | | | | SRJC Board Policy 5.8.1 & 5.8P |
| \$5 - 60K | 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 | | | | | |
| \$60 - 200K | 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 >\$99,100 | CUPCCA Provisions in PCC 22030-22032, 22034 |
| Formal Bids for Public Works | | | | | |
| > \$200K | 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 contact | PCC 20659 |
| Single Source, Sole Source and Emergency Procurement | | | | | SRJC 5.8.1P |
| <p>Single Source - other vendor sources exist in the market, vendor selected because of a regulation or need to match existing equipment or program needs</p> <p>Sole Source - no other vendor sources available in the market, few instances of this exist, typically connected to a copyright, trademark or patent</p> <p>Emergency Purchases -justified when safety and welfare are compromised, emergency purchases require approval by the President and BOT ratification</p> | | | | | |

A formal contract 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. State law limits contract terms to 5 years for services and 3 years for goods.