

Purchase Amount		Purchasing Process Requirements			State Law/Policy Reference	
Goods and Services					SRJC Board Policy/Procedure 5.8P Purchasing	
\$0-4,999	Provide a price source (email, screenshot, vendor quote) - dollar limits differ for purchases with federal funds.					
\$5,000 – 119,100	Three (3) written quotes - attach to requisition or send to Buyer via email or hard copy & and reference requisition #					
> \$119,100	The formal bid process includes a newspaper advertisement for two consecutive weeks and the receipt of bids on a specific date/time.	Selection is made based on the lowest responsive and responsible bidder meeting specifications.		BOT Approves all purchases that exceed the bid threshold of \$119,100	Ed Code 81641 to 81656, PCC 20651	
> \$119,100	A Formal Request for Proposals (RFP) for goods or services includes a newspaper advertisement for two consecutive weeks and the receipt of bids on a specific date/time.	Selection is made based on the lowest responsive and responsible bidder that meets specifications and vendor qualification criteria.		BOT Approves all purchases that exceed the bid threshold of \$119,100	Ed Code 81641 to 81656, PCC 20651	
Purchasing Cooperative Contracts						
\$1 > any amount	Contracts for goods or services that have been competitively bid & and 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 others. For more information, go to the SRJC Purchasing web page. An 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, and new buildings)					SRJC Board Policy 5.8.1 & 5.8P	
\$0 - 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, and \$15K and above for maintenance work. Payment of prevailing wages is required for all public works.	>\$25,000 requires a formal contract, payment /performance bond from an approved CA Surety, and current insurance in the required SRJC limits.		PCC 20650 to 20662		
California Uniform Public Construction Cost Accounting Commission (CUPCCA) Alternate Purchase Method - Informal Bidding					CUPCCA Provisions in PCC 22030-22032, 22034	
\$60 - 199K	Quotes are obtained only from pre-qualified CUPCCA Contractors. Quote requests shall be issued to all vendors qualified for the applicable trade license; the Purchasing Department will handle the process. The District reports to DIR the following projects: \$25K and above for new construction, alteration, installation, demolition, or repair, and \$15K and above for maintenance work. Payment of prevailing wages is required for all public works.	>\$25,000 requires a formal contract, payment /performance bond from an approved CA Surety, and current insurance in the required SRJC limits.	Board approval is required if the cost is>\$119,100			
Formal Bids for Public Works					PCC 20651	
> \$199 K	Requires a bid advertisement in a newspaper for two consecutive weeks	Requires a bid bond payable w/cashier check/certified check/bidder's bond from a CA-approved surety - returned to the bidder after award.	Payment/performance bond at \$25K and above	Submitted for Board approval		
Change Orders	The maximum amount allowed for change orders is 10% of the original contract price.			Reported in the Board report or must be Board-approved if part of a prior Board-approved contract		
Single Source, Sole Source, and Emergency Procurement					SRJC 5.8.1P	
Single Source - other vendor sources exist in the market; a vendor is selected because of a regulatory requirement or a need to match existing equipment or program needs. Sole Source - no other vendor sources available in the market; a few instances of this exist, typically connected to a copyright, trademark, or patent Emergency Purchases are justified when safety and welfare are compromised and require approval by the President and BOT ratification.						

A formal contract is 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 under \$25,000 for services that involve specialized work. State law limits contract terms to 5 years for services and 3 years for goods.