

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 – 114,500	Three (3) written quotes - attach to requisition or send to Buyer via email or hard copy & and reference requisition #				
> \$114,500	The formal bid process includes newspaper advertisement for 2 consecutive weeks and receipt of bids at a certain 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 \$114,500	Ed Code 81641 to 81656, PCC 20651
> \$114,500	Formal Request for Proposals (RFP) for goods or services include newspaper advertisement for 2 consecutive weeks, receipt of bids at a certain date/time	Selection is made based on the lowest responsive and responsible bidder meeting specifications and vendor qualifying criteria		BOT Approves all purchases that exceed the bid threshold of \$114,500	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 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					
\$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 process is done by the Purchasing Department. 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 >\$114,500	CUPCCA Provisions in PCC 22030-22032, 22034
Formal Bids for Public Works					
> \$199 K	Requires bid advertisement in a 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	The maximum amount allowed for change orders is 10% of the 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; a 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 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 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.