

Quotation and Authorization Requirements for Purchases and Contracts (rev. 3-26-03)

TYPE OF PURCHASE	TOTAL AMOUNT OF PURCHASE	QUOTE OR SOLICITATION REQUIREMENTS	BOARD ADMIN. PROCEDURE	PURCHASE OR CONTRACT TYPE	CHECK REQUESTS	SIGNATURE AUTHORITY FOR CONTRACTS AND
Minor Purchase < \$5,000 ~ equipment, materials, supplies, maintenance and misc. biddable services	\$1 to \$5,000	One documented verbal or written quote OK	AP 3140	Purchase Order Issued by Purchasing Services	MAY BE OK IF PROPERLY AUTHORIZED PER NEXT COLUMN	Purchasing Authority per Education Code 81656 as delegated by Board of Trustees
Small Purchase \$5,001 to \$10,000 ~ equipment, materials, supplies, maintenance and misc. biddable services	\$5,001 - \$10,000	Three written quotes, which must be kept in our files	AP3140	Purchase Order Issued by Purchasing Services	EXCEPTION CAPITAL EQUIPMENT, MAY BE OK IF PROPERLY AUTHORIZED PER NEXT COLUMN	Purchasing Authority per Education Code 81656 as delegated by Board of Trustees
Informal Bid ~ equipment, materials, supplies, maintenance and misc. biddable services \$10,001 to \$59,599	\$10,001 - \$59,599	Three written quotes in response to written solicitation (RFQ) which includes terms & specs; No public advertising	AP 3140	Purchase Order Issued by Purchasing Services	EXCEPTION CAPITAL EQUIPMENT, MAY BE OK IF PROPERLY AUTHORIZED PER NEXT COLUMN	Purchasing Authority per Education Code 81656 as delegated by Board of Trustees
Formal Bid ~ equipment, materials, supplies, maintenance and misc. biddable services \$59,600 or more	\$59,600 or more	Advertised competitive bid per Public Contract Code 20651	AP3140	Purchase Order or Contract Issued by Purchasing Services after Board of Trustees authorization of award	NOT PERMISSIBLE	Board of Trustees authorizes award or changes by District Purchasing Director
Independent Contracts below bid threshold including professional services and insurance (NOTE: If using for Public Projects, also see the specific requirements in AP3140 for Public Projects)	Less than \$15,000 for Public Projects, but less than \$59,600 for other services	None for specialists (such as lawyers, doctors, engineers, architects), otherwise follow the quote requirements for the type of purchase (see requirements listed for public projects or for equipment/materials/supplies/misc. services)	AP3140 or AP3143	Independent Contract, Agreement for Services, or other format approved by District Business Services	NOT PERMISSIBLE (written contract required)	Purchasing Authority per Education Code 81656 as delegated by Board of Trustees or Purchasing Authority per Education code 81655 followed by Board of Trustees ratification of the contract within 90 days.
Independent Contracts equal to or greater than bid threshold including professional services and insurance, but excluding Public Projects and other purchases that are subject to legally mandated advertised competitive bidding	\$59,600 or more (Cannot be used for Public Projects nor for purchases of equipment, materials, supplies, maintenance, or misc. biddable services that are subject to legally mandated advertised competitive bidding.)	None for specialists (such as lawyers, doctors, engineers, architects), otherwise follow the bidding and signature requirements for the type of purchase (see requirements listed for public projects or for equipment/materials/supplies/misc. services)	AP3143	Independent Contract, Agreement for Services, or other format approved by District Business Services	NOT PERMISSIBLE (written contract required)	Purchasing Authority per Education code 81655 followed by Board of Trustees ratification of the contract within 90 days or Board of Trustees preapproval of the contract.
Other types of contracts such as real estate or financing	all	none	AP3143	Contracts in a format approved by District Business Services	NOT PERMISSIBLE (written contract required)	Purchasing Authority per Education code 81655 followed by Board of Trustees ratification of the contract within 90 days or Board of Trustees preapproval of the contract.

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Public Projects < \$1,000 ~ facility construction, alteration, renovation, demolition, painting, or repair.	\$1 - \$1000	Written quote obtained from licensed contractor by Plant Services	AP 3140	Purchase Order issued by Purchasing Services OR Independent Contract	NOT PERMISSIBLE (Independent Contract or Purchase Order required)	Purchasing Authority per Education Code 81656 as delegated by Board of Trustees
Public Projects \$1,001 to \$14,999, informal bid ~ facility construction, alteration, renovation, demolition, painting, or repair.	\$1001 - \$14,999	Solicitation of three or more written price quotations from licensed contractors by Plant Services via written RFQ in format approved by District Purchasing Services.	AP3140	Purchase Order issued by Purchasing Services OR Independent Contract	NOT PERMISSIBLE (Independent Contract or Purchase Order required)	Purchasing Authority per Education Code 81656 as delegated by Board of Trustees
Public Projects \$15,000 or more, formal bid ~ facility construction, alteration, renovation, demolition, painting, or repair.	\$15,000 or more	Formal advertised bids obtained by District Purchasing Services in accordance with Public Contract Code 20651.	AP3140 and BP/AP3213	Purchase Order and Agreement Issued by Purchasing Services after Board of Trustees authorization of	NOT PERMISSIBLE	Board of Trustees authorizes award by District Purchasing Director & changes by Facilities & Construction Manager
Textbooks, library books, instructional software, educational films, audiovisual materials, test materials, workbooks, or periodicals for Library Services or for resale by College Bookstores	all	None per Education Code 81651	AP3140	Verbal or written orders in the form required by each college administration	MAY BE OK IF PROPERLY AUTHORIZED PER NEXT COLUMN	Dean, Library Services; V.P., Technology & Instruction; Director, FHDA College Bookstores; or V.P., Finance & College Services (per Ed Code
Perishable Foodstuffs for Cafeterias & Food Services	all	None per Public Contract Code 20660	AP3140	Verbal or written orders in the form required by each college administration	MAY BE OK IF PROPERLY AUTHORIZED PER NEXT COLUMN	Manager, Food Services; or V.P. Finance & College Services