

QUOTATION, BID, AND AUTHORIZATION REQUIREMENTS FOR PURCHASES, CONTRACTS, AND DIRECT PAYS (REV. 07-29-2014)							
	TYPE OF PURCHASE	TOTAL AMOUNT OF PURCHASE	QUOTE OR SOLICITATION REQUIREMENTS	BOARD ADMIN. PROCEDURE	PURCHASE OR CONTRACT TYPE	DIRECT PAY	SIGNATURE AUTHORITY FOR PURCHASES, CONTRACTS, AND CHANGES
1.	Small Purchase ~ equipment, materials, supplies, maintenance services, and misc. biddable services	\$1 to \$10,000	One documented verbal or written quote OK	AP 3140	Purchase Order Issued by Purchasing Services	NOT FOR CAPITAL EQUIPMENT (costing \$5000 or more), NOT FOR SERVICES, BUT OK FOR MATERIALS, SUPPLIES, AND NON-CAPITAL EQUIPMENT.	Purchasing Authority per Education Code 81656 as delegated by Board of Trustees
2.	Informal Bid ~ equipment, materials, supplies, maintenance services and misc. biddable services	\$10,001 - \$84,100*	Three written quotes obtained by Purchasing Services by RFQ. Notice posted on Bidnet.	AP 3140	Purchase Order Issued by Purchasing Services	NOT PERMISSIBLE	Purchasing Authority per Education Code 81656 as delegated by Board of Trustees
3.	Formal Bid ~ equipment, materials, supplies, maintenance services and misc. biddable services	more than \$84,100*	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 Manager
4.	Public Projects, small ~ 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
5.	Public Projects, 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. Notice posted on Bidnet.	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
6.	Public Projects, 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 award.	NOT PERMISSIBLE	Board of Trustees authorizes award by District Purchasing Director & changes by Executive Director Facilities & Construction

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7.	Independent Contracts 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 and \$20,000 or less for other services	<ul style="list-style-type: none"> None for specialists (such as lawyers, doctors, engineers, architects), but it is preferable to post on Bidnet. 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	PO with ICA attached or copy of ICA with "Invoice for Services Rendered" attached, in format approved by District Business Services.	NOT PERMISSIBLE (written contract required.)	As delegated by BOT. Refer to the Purchasing Authority Grid.
8.	Independent Contracts including professional services and insurance, but excluding Public Projects and other purchases that are subject to legally mandated advertised competitive bidding	Above \$20,000 (Cannot be used for Public Projects nor for purchases of equipment, materials, software, supplies, maintenance services, or misc. biddable services that are subject to legally mandated advertised competitive bidding.)	<ul style="list-style-type: none"> None for specialists such as lawyers or doctors, but must conduct a Request for Qualifications for construction consultants such as architects, engineers, or project managers. Follow the quote requirements for the type of purchase (see requirements listed for public projects or for equipment/materials/supplies/misc. services) 	AP3143	PO with ICA attached or copy of ICA with "Invoice for Services Rendered" attached, in format approved by District Business Services.	NOT PERMISSIBLE (written contract required)	As delegated by BOT. Refer to the Purchasing Authority Grid.
9.	Other types of contracts such as real estate or financing	all	Legal requirements vary. RFP or bid preferred and post notice on Bidnet.	AP3143	Contracts in a format approved by District Business Services	NOT PERMISSIBLE (written contract required)	As delegated by BOT. Refer to the Purchasing Authority Grid.
10.	Textbooks, library books, instructional software, educational films, audiovisual materials, test materials, workbooks, or periodicals for Library Services or for resale by College Bookstores	less than \$250,000	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	As delegated by BOT. Refer to the Purchasing Authority Grid.

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11.	<i>Retail merchandise for resale purposes only by College Bookstores</i>	\$1 - \$84,100	Recommended to follow same as #1 and #2 above	AP 3140	Purchase Order issued by Campus Bookstore	MAY BE OK IF PROPERLY AUTHORIZED NEXT COLUMN	As delegated by BOT. Refer to the Purchasing Authority Grid.
12.	<i>Perishable Foodstuffs for Cafeterias & Food Services</i>	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	As delegated by BOT. Refer to the Purchasing Authority Grid.