

PURCHASING MATRIX FOR CALENDAR YEAR 2021

GENERAL PURPOSE PURCHASES

	TYPE OF PURCHASE	TOTAL AMOUNT OF PURCHASE	QUOTE OR SOLICITATION REQUIREMENTS	‡ SIGNATURE AUTHORITY ‡	CONTRACT AND PURCHASE TYPE
1.	Minor Purchases: products, materials, supplies, (non-consultant) maintenance/repairs and services.	\$1 to \$1,000	Not required.	^Δ Non-Bond: VP of Admin Services <u>or</u> Business Service Supervisor; Bond: Associate Vice Chancellor of Physical Plant Development and Operations ^Δ	Non-Bond -- Paid via District Request for Check by Accounting. Bond -- paid by confirming purchase order.
2.	Minor Purchases: products, materials, supplies, (non-consultant) maintenance/repairs and services.	\$1,001 to \$10,000	One documented written or catalog quote.	^Δ Non-Bond: VP of Admin Services <u>or</u> Business Service Supervisor; Bond: Associate Vice Chancellor of Physical Plant Development and Operations ^Δ	Independent Contractor Agreement (if services) and Purchase Order generated by Purchasing Department to encumber funds.
3.	Major Purchases: products, equipment, supplies, (non-consultant) maintenance/repairs and services.	\$10,001 to Statutory bid limit ¹	At least 3 written price quotations. If only one vendor, provide sole source justification.	Non-Bond: Chancellor; <u>or</u> College President; <u>or</u> Vice Chancellor; Bond: Associate Vice Chancellor of Physical Plant Development and Operations	Independent Contractor Agreement (if services) and Purchase Order generated by Purchasing Department to encumber funds.
4.	Formal Competitive Purchases: equipment, materials, supplies, maintenance/repairs and non-consultant services.	Over statutory bid limit ¹	Advertise competitive bid or RFP by Purchasing Department.	<u>BOT approval required</u> before signature by Chancellor <u>or</u> Vice Chancellor	Independent Contractor Agreement (if services) and Purchase Order generated by Purchasing Department to encumber funds.

~ OPTIONAL GENERAL PURPOSE PURCHASES ~ as per California Public Contract Code Section 20651.2

5.	Purchases: goods, services, or information technology, (non-consultant) maintenance/repairs and services	\$5,001 to \$249,999	At least two price quotations. Quotations must be from two or more certified small businesses, including microbusinesses, <u>or</u> from two or more certified disabled veteran businesses. Vendors must be officially certified by the State of California - Department of General Services, Procurement Division (DGS-PD) and documentation of certification must be attached to both quotations.	<u>Chancellor or Vice Chancellor</u>	Purchase Order generated by Purchasing Department to encumber funds.
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**PUBLIC PROJECTS PURCHASES - CUPCAA PROCUREMENT PROCESS
(California Uniform Public Construction Cost Accounting Act)**

^A ₆	Public Projects - facility construction, alteration, renovation, demolition, painting or repair. ²	\$1 to \$60,000	At least 3 or more written price quotations obtained from licensed qualified contractors by Maintenance or Facilities Department (non-bond) <u>or</u> Construction Manager (bond funded). ³	Chancellor; <u>or</u> College President; <u>or</u> Associate Vice Chancellor of Physical Plant Development and Operations	Independent Contractor Agreement (or PWM60 contract) and Purchase Order generated by Purchasing Department to encumber funds.
^B ₆ , ^C ₆	Public Projects, Informal Bid - facility construction, alteration, renovation, demolition, painting or repair. ²	\$60,001 to \$199,999	Informal Bid by Purchasing Department including invitation to contractors on the Qualified Contractor's List. ³	Vice Chancellor or Associate Vice Chancellor of Physical Plant Development and Operations	Agreement and Purchase Order generated by Purchasing Department to encumber funds.
^D ₆	Public Projects, Formal Bid - facility construction, alteration, renovation, demolition, painting or repair. ²	\$200,000 and larger	Formal advertised bids by Purchasing Department.	<u>BOT approval required</u> before signature by Chancellor <u>or</u> Vice Chancellor of Admin Services	Agreement and Purchase Order generated by Purchasing Department to encumber funds.

* For contracts of \$15,000 and over for maintenance or \$25,000 and over for public works, contract must contain Prevailing Wage Provision and contractor must be registered with CA Dept of Industrial Relations DIR).

- Accept bids only from DIR registered contractors and subcontractors on public works projects effective March 1, 2015.
- Award bids only to DIR registered contractors and subcontractors on public works projects on or after April 1, 2015.
- District Office Facilities required to submit PWC-100 (contract award notice) for all public works projects within 5 days of award (Board approval when applicable).

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PROFESSIONAL SERVICES/CONSULTANTS

7.	Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	\$1 to \$39,450	The Requesting Department management staff obtains qualification data, rates and prices from two Vendors who can perform the work and provides the best value to SJECCD. If only one Vendor, provide sole source justification.	VP of Admin Services; <u>or</u> Vice Chancellor; <u>or</u> Chancellor; <u>or</u> Associate Vice Chancellor of Physical Plant Development and Operations	Independent Contractor Agreement OR Project Assignment Amendment AND Purchase Order generated by Purchasing Department to encumber funds.
8.	Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	\$39,451 to Statutory bid limit ¹	The Requesting Department management staff obtains qualification data, rates and prices from two Vendors who can perform the work and provides the best value to SJECCD. If only one Vendor, provide sole source justification.	College President; <u>or</u> Vice Chancellor; <u>or</u> Chancellor; <u>or</u> Associate Vice Chancellor of Physical Plant Development and Operations	Independent Contractor Agreement OR Project Assignment Amendment AND Purchase Order generated by Purchasing Department to encumber funds.
9.	Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	Over statutory bid limit ¹	Advertise competitive bid or RFP by Purchasing Department.	<u>BOT approval required</u> before signature by Chancellor <u>or</u> Vice Chancellor	Independent Contractor Agreement OR Project Assignment Amendment AND Purchase Order generated by Purchasing Department to encumber funds.
10.	Textbooks, library books, and educational films, audiovisual materials, test materials, workbooks, instructional computer software packages or periodicals. ⁴	All	None, but is preferable to request competitive pricing. ⁴	VP of Academic Affairs <u>and</u> Dean of Library Services	Purchase Order generated by Purchasing Department to encumber funds.

~ OPTIONAL PROFESSIONAL SERVICES/CONSULTANTS ~ as per California Public Contract Code Section 20651.2

11. ~	Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc. ~	\$5,001 ~ to ~ \$249,999 ~	The Requesting Department management staff obtains qualification data, rates and prices from two or more vendors who can perform the work and provides the best value to SJECCD. Quotations must be from two or more certified small businesses, including microbusinesses, <u>or</u> from two or more certified disabled veteran businesses. Vendors must be officially certified by the State of California - Department of General Services, Procurement Division (DGS-PD) and documentation of certification must be attached to both quotations. ~	Chancellor or Vice Chancellor ~	Purchase Order generated by Purchasing Department to encumber funds. ~
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FOOTNOTES:

- 1 Statutory Bid Limit is adjusted annually to reflect annual increase. Per Chancellor's Office of CA Community Colleges memorandum dated December 23, 2020, the bid threshold for calendar 2021 is **\$96,700.**
- 2 Public Projects include: construction, reconstruction, alteration, renovation, improvement, demolition, painting, major repainting, cabling and major repair work as per California Public Contract Code Section 22002(c)(1)
- 3 Reviewed for compliance with Article 22.6 of the CSEA Collective Bargaining Agreement and California Education Code Section 88003.1 by Human Resources before issuance of Purchase Order/Contract
- 4 As per California Education Code Section 81651
- A Per PCC § 22032, projects up to \$60,000 may be done by force account, negotiated contract, or Purchase Order.
- B Per PCC § 22032, projects from \$60,001 to \$199,999 may be bid by informal bidding under PCC § 22034.
- C Per PCC § 22034, if all the informal bids received exceed \$200,000, project may still be awarded to lowest bidder, up to a maximum of \$212,500. 4/5th of SJECCD Board approval required for any purchase/agreements over \$200,000.
- D Per PCC § 22032, projects \$200,000 and larger must be let by formal bidding procedure unless statutory exception applies.
- * As per SB 854 (Labor Compliance Program)
- ‡ Any contract containing modifications to the District's contract template or any vendor contract shall only be signed by the Vice Chancellor of Administrative Services
- Δ Contracts for hotel rooms, banquet halls and restaurants (excluding on campus catering and food trucks) do not require signature of Vice Chancellor of Administrative Services.
- ~ As per California Public Contract Code Section 20651.2. Vendors must be officially certified by the State of California - Department of General Services, Procurement Division (DGS-PD) and documentation of said certification must be attached to all price quotes.