

Materials, Supplies and Professional Services Threshold Matrix – Non-Public Works					
Additional information on referenced pages					
Requestor is responsible for all items in Yellow . NO PREPAY					Formal Bid
1	Materials, Supplies, Equip and Furniture	\$0 - \$49,999 PO No Contract - REQ w/ 1 Quote	\$50,000 - \$119,099 Informal Bid - REQ w/ 3 Quotes		\$119,100 + Scope
2	Software IT Approval is Required	\$0 - \$49,999 REQ w/ quote - Spend Category 5350	\$50,000 - \$119,099 + REQ w/ quote - Spend Category 6454: Exemptions apply		
2	Equipment and Furniture W/ Install	\$0 - \$24,999 PO/ No Contract/ Prevailing Wage - REQ w/ 1 Quote	Contract total w/ Change Order Cannot reach Informal Bid Limits	\$25,000 - \$220,000 + Public Works	
3	On-Site Repairs and Maintenance Spend Category: 5610 5640	\$0 - \$24,999 PO/ No Contract - Quote and/or labor rates For repairs on equipment, non-CSLB labor, calibration			
4	Off-Site Repairs and Maintenance Spend Category: 5641	\$0 - \$49,999 REQ w/Scope PO/ No Contract Needed		\$50,000 - \$119,099 Request for Quotes (min 3 vendors) REQ w/Scope	\$119,100 + Scope
5	Rentals Spend Category: 5620, 5630	\$0 - \$49,999 PO/ No Contract Needed - REQ w/ 1 Quote SC is required when Proposals are signed		\$50,000 - \$119,099 Request for Quotes (min 3 vendors) REQ w/Scope	\$119,100 + Scope
6	Professional Services Agreement Spend Category: 5120	\$0 - \$1,000 PO/ No-Contract - REQ w/1 Quote Shredding, Scanning, Certification/Training, Interpreting	\$1,000 - \$49,999 Contract - REQ w/1 Quote SC is required when Proposals are signed	\$50,000 - \$119,099 Informal Bid GOV 53060 exemptions apply REQ w/ 3 Quotes	\$119,100 + GOV 53060 exemptions apply Scope
7	Professional Services Agreement Spend Category: 5110 & 5120	\$0 - \$49,999 Contract - REQ w/1 Quote Consultants, Speakers, Lawyers, Performers, DJs, Auditors Contracts/ MOUs that require payment via SIR always requires a contract. Speaker Contracts can be filled out prior to requisition being entered Independent Contractors and W9's with Social Security Numbers must be approved by HR prior to a requisition being entered.		\$50,000 - \$119,099 Informal Bid GOV 53060 exemptions apply REQ w/ 3 Quotes	\$119,100 + GOV 53060 exemptions apply Scope
8	Catering Spend Category 5120	\$0 - \$49,999 Contract – REQ + Quote Catering Deposit Max 50% (do not use 4410) - Gratuity is allowable at a maximum of 20% - Health Permit is Required		\$50,000 - \$119,099 Informal Bid REQ + 3 Quotes	\$119,100 + Scope

Formally bid contracts COs Cannot Exceed 10% of the original contract price

Materials, Supplies, Equipment, and Furniture

Materials, supplies, and equipment for Community Colleges must be competitively bid if they exceed \$119,100. These thresholds are governed by the California Education Code and Public Contract Code (PCC), and are adjusted annually for inflation.

PCC 81651 May purchase supplementary textbooks, library books, and educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the operation of the schools of the district without taking estimates or advertising for bids.

Cooperative Purchasing Agreements may be used in lieu of bidding thresholds.

- Assembly cannot exceed \$15k (PCC 20111 and 20112)

Furniture, Storage Sheds, and items that shall be secured to the Facilities (Floor, ground, walls, ceiling, roof, etc.) must have FMO documented approval either through Email or Workday Routing

Threshold is determined by the order request total including all fees and taxes.

Technology must have IT documented approval either through Email or Workday Routing

Purchase Order NO Installation	1. Shipping and Set-up Fees are to be put in the Internal Memo unless they are taxed. All taxed items must have a line. When in doubt add notes in the Internal Memo and Purchasing will process the requisition accordingly 2. Line items must be combined when quote breaks out one unit into multiple lines. EX: Desk top and desk legs are combined to be one line on a requisition a. Use Asset Manual located on the Purchasing Page for requisition guidance. Supplier is required to provide a quote that identifies which items should be combined.	
	\$0 - \$49,999	• Standard Purchase Order • Individual items must have their own line, even if it's shirt sizes
	\$50,000 - \$119,099	• Informal Bid Process • Minimum three (3) quotes or Written Proof that three (3) vendors were contacted
Software	Spend	Threshold
	5350	\$0 - \$49,000 • IT document approval is required for all software purchased outside of District IT • Can only prepay ONE year per fiscal year
	6454	\$50,000 + • May purchase software packages without bidding when technology aligns with Public Contract Code and Ed Code. • Can only prepay ONE year per fiscal year – MAX 5 year contract

PO W/ Install Assembly	1. Labor, Installation, Assembly, Shipping, and Set-up Fees are to be put in the Internal Memo unless they are taxed. All taxed items must have a line. 2. Line items must be combined with quote breaks out one unit into multiple lines. EX: Desk top and desk legs are combined to be one line on a requisition 3. Installation, Assembly, Demolition, or Labor EXCEEDING \$15,000 must be a Public Works Contract
	\$0 - \$24,999 • Standard Purchase Order • Prevailing Wage
	\$25,000-\$219,999 • Public Works Contract
Formal Bid	\$220,000 + • Public Works Contract
Repairs & Maint.	• On-site: Non-Contractors State License Board (CSLB) repairs and maintenance. Examples: Athletic equipment, electronic equipment that doesn't need an electrician, copiers, camera repairs, and musical instrument maintenance. • Off-site – Prevailing wage and CSLB requirements are exempt when services are performed off site.
Spend Categories	\$0 – \$9,999 • 4311 Furniture • 4510 Equipment- Non-Computer Instructional • 4520 Equipment- Non-Computer – Non-Instructional • 4550 Computer Equipment – Instructional • 4553 Computer Equipment- Non instructional
	\$10,000 + • 6410 Equipment, Additional (Musical Instruments, Athletic Equipment, Audio Visual Equipment, Business Machines, Communications Equipment, Furniture and accessories) • 6420 Equipment – Non-Computer: mowers, tractors, appliances, floor scrubbers, vacuums, tools, maintenance equipment • 6430 Equipment – Networked Copiers • 6450 Computer Equipment – Instructional • 6452 Computer Equipment – Technology • 6453 Computer Equipment – Non-Instructional • 6470 Golf Carts • 6471 Vehicles

Materials, Supplies, Equipment, and Furniture Examples

	Equipment/ Furniture NO Labor	Equipment/ Furniture WITH Labor	Equipment/ Furniture with Labor OFF-SITE
PCC / DIR	NO	YES	NO
Regulatory Framework	Public Contract Code	PCC/ CA Labor Code	Public Contract Code
Insurance	NO	YES	NO

Professional Service – Non-Public Works Projects

The California Contract Code regulates our use of independent contractors/consultants and imposes penalties on individuals and entities that violate its restrictions. **An approved agreement must be in place PRIOR to scheduling an individual to perform services regardless of cost.**

- **Contractor(s) that begin work without a SIGNED CONTRACT and/or issued PO will NOT be paid.**
- **Services CANNOT Exceed PO/ Contract. Services exceeding authorized amount will NOT be paid.**
- Statement of Work: Description of the work, deliverables, timeline, rate, and work location.
- Independent Contractor Checklist Form: Completed by the department and approved by HR
- NET-30 Terms only unless negotiated through Purchasing. Prepaying for services is against Board Policy.
- Official quote from the contractor
- IRS W9 form is required and will be TIN Matched. W9 forms that do not TIN match to IRS records will be denied.

Type of Service	Spend	Threshold
Catering and On-Site Food Prep • Health Permit • Certificate of Insurance & Auto • Deposit MAX is 50%	5120	\$0 - \$49,999: Contract/ Requisition with 1 Quote
		\$50,000 - \$119,099: Contract/ Requisition with 3 Quotes
NOTE: Food handlers’ card is only for an individual working for a company that has a valid health permit		
Rentals • Balloons Arches, Stages, Photo Booths, Event Space, etc.	5620	\$0 - \$49,999: PO/ No Contract/ Requisition with 1 Quote
		\$50,000 - \$119,099: Informal Bid/ Requisition with 3 Quotes
Speakers • Certificate of Insurance & Auto • Liability Waiver for Individuals ONLY	5120	\$0 - \$119,099: Contract/ Requisition with 1 Quote
Guest Instructors/ Professional Experts	Must be processed as an EMPLOYEE through HR	
Consultants	5110	\$0 - \$119,099: Contract/ Requisition with 1 Quote
Professional Services • Auto Insurance Shredding, Scanning, Training, Interpreting, etc.	5120	\$0 - \$999: PO/ No Contract/ Requisition with 1 Quote
		\$1,000 - \$119,099: Contract/ Requisition with 1 Quote
Virtual Services • Certificate of Insurance/ NO Auto	5120	\$0 - \$999: PO/ No Contract/ Requisition with 1 Quote
		\$1,000 - \$119,099: Contract/ Requisition with 1 Quote
Virtual Training	5210	Off Campus form is required. This is NOT contracted services through Purchasing
Performers • Certificate of Insurance & Auto	5120	\$0 - \$119,099: Contract/ Requisition with 1 Quote

Preventive Maintenance and Public Works Threshold Matrix – Public Works							
Additional information on referenced pages							
Requestor is responsible for all items in Yellow . NO PREPAY							Formal Bid
9	On-Site Preventive Maintenance Services Spend Category: 5610	Under \$1,000 PO /No Contract REQ with 1 Quote	\$1,000 - \$24,999 Contract CSLB License REQ with 1 Quote	\$25,000 - \$49,999 Contract Payment Bond REQ with 1 Quote	Contract total with change order Cannot Exceed \$50,000	\$50,000 - \$220,000 + Public Works	
		Non-Public Works, Prevailing Wage					
10	Professional Service Agreement Spend Category: 5125, 5127, 5131, 5132, 5133	\$0 - \$49,999 Contract REQ w/1 Quote Architects, Engineers, Project Management, Inspectors, and Testing/ samples.				\$50,000 - \$119,099 Informal Bid GOV 53060 exemptions apply REQ w/ 3 Quotes	\$119,100 + GOV 53060 exemptions apply Scope
		Engineering/ Architectural/ Non CSLB License Professional Services					
11	Public Works CUPCCAA Construction, Installation, Repairs 15k+	PO/ No Contract	Under 15k/25k & <75K		Informal Bid		\$220,000 + Pre-Qualification projects over 1mil Scope
		Repairs 15k+ and Construction 25k+ Require Payment and Performance Bonds					
		Under \$1,000 • REQ w/ 1 Quote	\$1,000 - \$75,000 REQ w/ 1 Quote		\$75,000 - \$220,000 REQ w/Scope Bid through PlanetBids.		
		Executed contract shall not be increased passed allowable limits					
Formally bid contract COs Cannot Exceed 10% of the original contract price							

Preventative Maintenance On-Site Work ONLY

Per Public Contract Code 20651 and Board Policy - Competitive Bidding, Quotations and Contracts

Repairs, including maintenance as defined in PCC 20656, that are not a public project as defined in subdivision (c) of Section 22002.

Maintenance Definition (PCC 20656):

1. **Routine, recurring, and usual work for the preservation, protection,** and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired.
2. Minor repainting
 - a. Must be minor re-painting (less than \$15,000) only. Exempt from DIR but not CSLB.
 - b. All other painting is considered public works and will be subject to CUPCCAA procedures
3. Resurfacing of streets and highways at less than one inch.
4. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and services of irrigation and sprinkler systems. Cannot sub a CSEA function – HR Approval required. Services for a limited scope.
5. Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including by not limited to, dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher. Cannot sub a CSEA function. Services for a limited scope.
6. Prevailing Wage Rates

Note: The maximum dollar value of a maintenance project that can be awarded by the solicitation of Quote process is subject to annual adjustments in December of each calendar year.

Examples of allowable: Inspections, routine/ scheduled maintenance, preservation, protection, touchup paint, cleaning, and zero impact on building footprint. Work cannot alter, replace or repair.

PO	Less than \$1,000 (Typical PO with current COI and License on File) • Internal Memo must explain type of service
Preventative Maintenance Contract Spend Category 5610	\$1,000 - \$14,999 (Under \$15,000) DIR Small Project Exception(s) • Minimum 1 Solicitation of Quote required • Contractor is not required to be registered with the DIR • Contractor is not required to submit certified payroll to DIR • No Bonds are required • Scope with service dates is required
	\$15,000 - \$49,999 (Under \$50,000) • Contractor's DIR registration is required • \$0-\$24,999 NO Payment Bond / \$25,000 - \$50,000 Payment Bond required Civ Code 9550 • Contractor is required to submit Certified Payroll to DIR • District is required to submit project to DIR for DIR Project ID • Contract total including changes orders cannot exceed \$49,999 • As-needed and routine
• Services cannot be piggybacked off of a COOP Agreements unless the agreement is from a CSU or a California State entity. Proof is required.	

Preventative Maintenance Examples

	Elevator	Golf Carts/ Fleet	Copier and Equipment Calibration
PCC 20656/ DIR	YES	YES	NO
Service	Life – Safety & Entrapment Prevention	Life & Safety Prevention	Operation Uptime & Document Quality
Regulatory Framework	Cal/OSHA Elevator Unit Permits	DMV regulations	No state safety regulation. Governed by vendor agreement
Inspection Requirements	Title 8 Safety Orders compliance Only C-11 License can perform services	Labor Code Section 1720 Prevailing Wage applies	Routine to extend life
Liability for Negligence	Criminal or Civil liability for fatal accidents or code violations	Life & Safety	Financial impact for replacement or repair costs
Insurance	COI Required	COI Required	Not Required – Warranty on work performed

Public Works

Per the California Uniform Public Construction Cost Accounting Act (CUPCCAA), Public Contract Code 22002(c) and Board Policy

Public Works Definition (PCC 22002(c):

1. Any construction, reconstruction, erection, alteration, Installation, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility, any public structure, building, road or other public improvement of any kind.
2. Painting or repainting of any publicly owned, leased, or operated facility

PO	Less than \$1,000 (Typical PO with current COI on File)
Professional Services Project Related	\$1,000 - \$49,999 • 1 quote • PWC-100 is not required • No Bonds are required
	\$50,000 - \$119,099 • Informal bid unless using GOV 53060 exemption • PCC 7103 Exempt from construction payment bond • Errors & Omissions Insurance is required
	\$119,100 + • Formal bid unless using GOV 53060 exemption • PCC 7103 Exempt from construction payment bond • Errors & Omissions Insurance is required
PO	Less than \$1,000 (Typical PO with current COI on File)
CUPCCAA Contract	\$1,000 - \$14,999 Maintenance/ Repairs and Replacements \$1,000 - \$24,999 Construction (Furniture install exemption) • 1 quote • Contractor is not required to submit certified payroll to DIR • PWC-100 is not required • No Bonds are required
	\$15,000 - \$74,999 Maintenance/ Repairs and Replacements \$25,000 - \$74,999 Construction/ Installation • Solicitation to preapproved CUPCCAA List • Payment and Performance Bonds are required • Project Submitted to DIR • On-Site Installation/ Assembly total Quote amount of \$25k + (including furniture and equipment) • Preventative Maintenance \$50,000 +
	\$75,000 - \$219,999 (Informal) • Solicitation to ALL preapproved CUPCCAA List for License Type • Payment and Performance Bonds are required (RFQ) • Bonds required: Bid, Payment, and Performance (RFP)

	• Project Submitted to DIR • Informal Bid Form • Contractor required to submit Certified Payroll to DIR • District is required to submit project to DIR – PWC-100
	\$220,000 + (Formal) • Formal Bid Procedures • Prequal for all projects 1mil or more • Notice to contractors 14 days prior to bid opening. Notify Trade Journals 15 Days prior to bid opening • Bonds required: Bid, Payment, and Performance • Contractor required to submit Certified Payroll to DIR • District is required to submit project to DIR – PWC-100
Spend Categories	5125 Program Management 5127 Project Management 5131 Architects & Engineers 5132 Inspectors 5133 Hazardous Services 5321 DSA Fees 5640 Repairs On Site 6210 Building Alterations (Roofs, fire protection and alarm systems, security systems, construction) 6120 Site Improvements (paving, flagpoles, retaining walls, sidewalks, fencing, outdoor lighting, HVAC, playground, radio towers, swimming pools, paved parking areas) 6220 Construction

On-Site Repair Examples

	Elevator	Golf Carts/ Fleet	Copier and Equipment Calibration
PCC 20656/ DIR	YES	YES	NO
Service	Life – Safety & Entrapment Prevention	Life & Safety Prevention	Operation Uptime & Document Quality
Regulatory Framework	Cal/OSHA Elevator Unit Permits	DMV regulations	No state safety regulation. Governed by vendor agreement
Inspection Requirements	Title 8 Safety Orders compliance Only C-11 License can perform services	Labor Code Section 1720 Prevailing Wage applies	Routine to extend life
Liability for Negligence	Criminal or Civil liability for fatal accidents or code violations	Life & Safety	Financial impact for replacement or repair costs
Insurance	COI Required	COI Required	Not Required – Warranty on work performed

Laws, Regulations and Policy

Cooperative Purchasing Agreements

- **Services** – Must be awarded by University of California, the California State University, Department of General Services, FCCC (Foundation/ CollegeBuys), or CMAS
- Assembly cannot exceed \$15k PCC 20111 and 20112. Labor exceeding \$15k must be processed as Public Works.
- Section 1 Only: Meets Informal and Formal bidding requirements

Public Contract Code 10335.5(b) Services are obtained by awarding a contract. The service may include anything from answers to specific questions to design of a system or plan, workshops, seminars, retreats, and conferences for which paid expertise is retained by a contract. Exceptions may apply due to Assembly Bill 5. Services performed outside of a formal contract circumvent legal procurement regulations designed to safeguard public funds. Implied contracts are non-binding against the District as they violate statutory contracting requirements. Only the Governing Board or its authorized designees, the Chancellor, Vice Chancellor of Business Services, and the Senior Director of Purchasing and Contracts possess the legal authority to bind the District to a contract. No other individuals are authorized to create financial or legal obligations on behalf of the District.

Threshold Exceptions: GOV 53060 Specialized services and advice in financial, economic, accounting, engineering, legal, or administrative matters.

PCC 81651 May purchase supplementary textbooks, library books, and educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the operation of the schools of the district without taking estimates or advertising for bids.

Regulations: PCC 20650-20662, PCC 22002, PCC 20665, PCC 22030-22045, PCC 20118, PCC 20111 – 20112; BP 6340, BP 6330, BP 6331, BP 6345; EC 81000

- **Blanket POs** cannot be used for individual items with the total value of \$500 or more including tax and shipping.
- **PCC 10335.5(a) Consulting Services Contract (b)** are obtained by awarding a contract, a grant, or any other payment of funds for services. The product may include anything from answers to specific questions to design of a system or plan, and include workshops, seminars, retreats, and conferences for which paid expertise is retained by contract.
- **PCC 10339(a)** No state agency shall draft, or cause to be drafted, any invitation to bid or request for proposal, in connection with the awarding of a contract in a manner that limits the bidding directly or indirectly to any one bidder. Any contract awarded in violation of this subdivision shall be void.
- **PCC 10371(c)** Each agency shall, prior to signing a consulting services contract totaling five thousand dollars (\$5,000) or more, prepare detailed criteria and a mandatory progress schedule for the performance of the contract and shall require each selected contractor to provide a detailed analysis of the costs of performing the contract.
- **PCC 10365.5 Follow-On Contracts Prohibited:** A person, firm or subsidiary awarded a consulting services contract is prohibited from submitting a bid or being awarded a contract for the services or goods suggested in that consulting services contract.
- **PCC 20653** - Purchases through Department of General Services - CMAS and GSA
- Nothing in this code shall preclude the governing board of any community college district from purchasing materials, equipment or supplies through the Department of General Services pursuant to Section 14814 of the Government Code, or services under the same terms and conditions as are specified in a contract lawfully awarded by the University of California or the California State University.
- **CA Public Contract Code 20659** - Contract Change Orders
- **PCC 22050: Emergencies** require substantial evidence identifying immediate threat to life, health, or property. Upon Board and Designee approval public facilities may be repaired, procure necessary equipment, services or supplies bypassing formal notification and bidding process.
- **Small Business option under CA Gov Code 14838.5**, agencies may bypass the standard advertising and competitive bidding requirements for contracts between \$5,000 and \$250,000 to lease real property as long as at least two certified SB or micro-business were contacted. Any state department, board, or commission may act as the lessor for any real property provided that the lease term does not exceed five years.