

## Purchasing Threshold Matrix

**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.

Purchase Type	PO No Contract REQ w/ 1 Quote	Informal Bid REQ w/ 3 Quotes	Formally Bid	Cooperative Purchasing Agreements
<b>Equipment, Materials and Supplies</b> Cannot Exceed 3yrs	\$500 to \$49,999	\$50,000 +	\$119,100 +	<ul style="list-style-type: none"> <li>Excludes Services – PCC 20118</li> <li>Assembly cannot exceed \$15k PCC 20111 and 20112</li> <li>Meets Formal bidding requirements</li> </ul>
<b>Maintenance Services</b> Cannot Exceed 5yrs Minor/ routine	Under \$50,000 <ul style="list-style-type: none"> <li>One-Time Service</li> <li>Limit 1-year terms</li> <li>Non-Public Works</li> <li>Valid License</li> <li>Prevailing Wage</li> <li>Insurance</li> </ul>	\$50,000 + <ul style="list-style-type: none"> <li>RFP with Proof of contacting 3 or more vendors</li> </ul>	\$119,100 +	Services cannot be piggybacked off of a COOP Agreements unless the agreement is from a CSU
Purchase Type	PO No Contract REQ w/ 1 Quote	Contract REQ w/1 Quote	Informal Bid REQ w/ 3 Quotes	Formally Bid
<b>Professional Service Agreement</b> Cannot exceed 5yrs	Under \$1,000 <ul style="list-style-type: none"> <li>Net-30 Terms</li> <li>Insurance</li> </ul>	\$1,000 to \$49,999 <ul style="list-style-type: none"> <li>NET-30 terms</li> <li>Insurance</li> </ul>	\$50,000 to \$119,099 <ul style="list-style-type: none"> <li>Insurance</li> </ul>	\$119,100 +

### Contract Change Orders CA Public Contract Code 20659

a) Contract total with change order Cannot Exceed \$50,000 b) Formally bid contracts Cannot Exceed 10% of the original contract price

Purchase Type	PO/ No Contract	Under 15k & 75K Contract	Informal Bid	Formal Bid
<b>Public Works</b> CUPCAA Construction, painting, construction & repair of utility systems, Electrical transmission lines, low-volt, flooring	Under \$1,000 <ul style="list-style-type: none"> <li>REQ w/Scope</li> <li>Contractor License <a href="https://www.cslb.ca.gov/onlineservices/">https://www.cslb.ca.gov/onlineservices/</a></li> <li>CUPCAA Registered</li> </ul>	\$1,000 to \$75,000 Facilities Maintenance \$15,000 + <ul style="list-style-type: none"> <li>REQ w/Scope</li> <li>Pay prevailing wage</li> <li>Contractor License</li> <li>CUPCAA Registered</li> <li>25K+ require payment bonds (civil code 9550-9566)</li> </ul>	\$75,000 - \$220,000 <ul style="list-style-type: none"> <li>REQ w/Scope</li> <li>Prevailing Wage</li> <li>Contractor License</li> <li>CUPCAA Registered</li> <li>Award to Lowest bidder</li> <li>Payment Bonds</li> </ul>	\$220,000 + <ul style="list-style-type: none"> <li>Scope</li> <li>Prevailing Wage</li> <li>Contractor License</li> <li>CUPCAA Registered</li> <li>Award to Lowest bidder</li> <li>Payment and Performance Bonds</li> </ul>

Requestor is responsible for all items in Yellow.

**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

- **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.
- **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.
- **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.