

**GENERAL PURPOSE PURCHASES<sup>6</sup>**

	TYPE OF PURCHASE	TOTAL AMOUNT OF PURCHASE	QUOTE OR SOLICITATION REQUIREMENTS	SIGNATURE AUTHORITY	PURCHASE OR CONTRACT TYPE
1.	Minor Purchases: products, materials, supplies, (non-consultant) maintenance/repairs and services.	\$1 to \$1,000	Not required.	VP of College Operations <u>or</u> Dir. Fiscal Services	Paid via CAL-Card by the purchasing cardholder or paid via Check Request by Accounting
2.	Minor Purchases: products, materials, supplies, (non-consultant) maintenance/repairs and services.	\$1,001 to \$10,000	One documented written or catalog quote.	VP of College Operations <u>or</u> Dir. Fiscal Services	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	At least 3 written price quotations. If only one vendor, provide sole source justification.	Superintendent/President <u>or</u> Vice President College Operations	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 <sup>1</sup>	Advertise competitive bid or RFP by Purchasing Department.	<b><u>BOT approval required</u></b> before signature by President <u>or</u> VP College Operations	Purchase Order generated by Purchasing Department to encumber funds.

**PUBLIC PROJECTS PURCHASES**

5.	Public Projects - facility construction, alteration, renovation, demolition, painting or repair. <sup>2</sup>	\$1 to \$14,999	At least 3 or more written price quotations obtained by Facilities or Modernization. <sup>3</sup>	Superintendent/President <u>or</u> Vice President College Operations	Purchase Order generated by Purchasing Department to encumber funds.
6.	Public Projects, Formal Bid - facility construction, alteration, renovation, demolition, painting or repair. <sup>2</sup>	\$15,000 <sup>5</sup> or more	Formal advertised bids by Purchasing Department. <sup>3</sup>	<b><u>BOT approval required</u></b> before signature by President <u>or</u> VP College Operations	Purchase Order generated by Purchasing Department to encumber funds.

**PROFESSIONAL SERVICES/CONSULTANTS**

7.	Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	\$1 to \$14,999	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 COM.	Director of Modernization; <u>or</u> Vice Presidents; <u>or</u> Superintendent/President	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.	\$15,000 to \$40,000	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 COM.	VP of College Operations; <u>or</u> Superintendent/President	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.	\$40,001 to Statutory bid limit	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 COM.	VP of College Operations; <u>and</u> Superintendent/President	Purchase Order generated by Purchasing Department to encumber funds.
10.	Professional Services/Independent Contractor (Consultant) i.e., Medical, Legal, Financial Advising, Engineers, Experts, Lecturers, etc.	Over statutory bid limit <sup>1</sup>	Advertise competitive bid or RFP by Purchasing Department.	<b><u>BOT approval required</u></b> before signature by Superintendent/President <u>or</u> VP of College Operations	Purchase Order generated by Purchasing Department to encumber funds.
11.	Textbooks, library books, and educational films, audiovisual materials, test materials, workbooks, instructional computer software packages or periodicals. <sup>4</sup>	All	None, but is preferable to request competitive pricing. <sup>4</sup>	Vice President of Student Learning <u>and</u> Dean over Library Services	Purchase Order generated by Purchasing Department to encumber funds.

## FOOTNOTES:

1. Statutory Bid Limit is adjusted annually to reflect annual increase. Per California Community Colleges Chancellor's Office memorandum dated December 24, 2015 the new threshold effective January 1, 2016 is \$87,800
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 California Education Code Section 88003.1 before issuance of Purchase Order/Contract
4. As per California Education Code Section 81651
5. Public Projects threshold as per California Public Contract Code Section 20651(b)
6. General purchases can be procured from Ca. Statewide Contracts or WSCA Contracts at the following websites. <http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm> or searchable format at <http://www.bidsync.com/DPX?ac=agencycontlist&foroid=307818>  
WSCA Contracts can be found at <http://www.des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/ContractsWSCA.aspx>