

CLPCCD Purchasing and Warehouse Services Department CONTRACTING GUIDE

Revision 01/09

OTHER SERVICES – Ref. Board Policy and Procedures 3310 7 a.b.c. (Construction Maintenance Work, Technical Services such as maintenance agreements, Window Washing, Copier Repair, Courier)				
Dollar Threshold - Bids	Process	Review/Approve	Contract Execution	Documentation
Up to \$30,000	One (1) Written Quote	Dept. Mgr.; V.P. Admin.; Manager, Purchasing and Warehouse Services	V.C., Business Services Or V.C., Facilities Planning and Management and Purchasing Department	Written Quote and Purchase Order
\$30,001 to \$76,700	Informal Request for Proposal (RFP)	Dept. Mgr.; V.P. Admin.; Manager, Purchasing and Warehouse Services; BOARD RATIFICATION	V.C., Business Services Or V.C., Facilities Planning and Management and Purchasing Department	Written Quotes and Purchase Order
\$76,701 and above	Formal Advertised Request for Proposal (RFP)	V.C. Business Services via Chancellor authority to \$76,700. BOARD AWARD above \$76,700	V.C., Business Services Or V.C., Facilities Planning and Purchasing Department	Written Proposal; Written Services Contract and Purchase Order.
BUSINESS/EDUCATION PROFESSIONAL SERVICES – Ref. Board Policy 3310 7 d., Professional Services are Exempt from Bidding				
Up to \$125,000	Exempt from Bidding by Board Policy	Dept. Mgr.; V.P. Admin.; Manager, Purchasing and Warehouse Services; BOARD RATIFICATION	V.C., Business Services or V.C., Facilities Planning and Purchasing Department	Written Proposal; Negotiation; Written Services Contract and Purchase Order
\$125,001 and above	Exempt from Bidding by Board Policy	V.C. Business Services Or V.C. Facilities Planning and Management and BOARD AWARD	V.C., Business Services Or V.C., Facilities Planning and Management and Purchasing Department	Written Proposal; Negotiation; Written Services Contract and Purchase Order
PUBLIC PROJECTS –PROFESSIONAL SERVICES - ARCHITECT & ENGINEER, ETC – Ref. Board Policy 3310 7 a.b.c.; Public Contract Code 22000 et. seq.; Government Code 4526 (Mini-Brooks Act) and Labor Code. Qualifications Based Selection only.				
Up to \$30,000	One (1) Verbal or Written Quote	V.C., Facilities Planning and Management	Purchasing Department	District Staff contact; Verbal or Written Quote and Purchase Order
\$30,001 to \$125,000	Informal Request for Qualifications (RFQ)	V.C., Facilities Planning and Management and BOARD RATIFICATION	V.C., Facilities Planning and Management and Purchasing Department	Written Proposal; Price Quote; Negotiation; Written A & E Contract and Purchase Order
\$125,001 and above	Formal Advertised Request For Qualifications (RFQ)	V.C., Facilities Planning and Management and BOARD AWARD	V.C., Facilities Planning and Management and Purchasing Department	Written Proposal; Price Negotiation; Written A & E Contract and Purchase Order
PUBLIC PROJECT CONSTRUCTION – Board has adopted the Uniform Public Construction Cost Accounting Act(Informal Bidding Act)				
Up to \$30,000	One (1) Written Quote	Director, Maintenance and Operations or V.C. Facilities Planning and Management	Director, Maintenance and Operations or VC, Facilities Planning and Management and Purchasing Department	District Staff Contact and Purchase Order
\$30,001 to \$125,000	Informal Bidding Per Public Contract Code	Director, Maintenance and Operations; V.C., Facilities Planning and Management; BOARD RATIFICATION	Director, Maintenance and Operations or V.C. Facilities Planning and Management and Purchasing Department	Written Proposal, Price Quote, Negotiation, Written Contract and Purchase Order
\$125,001 and above	Formal Advertised Request For Qualifications (RFQ)	V.C., Facilities Planning and Management and BOARD AWARD	V.C., Business Services Or V.C., Facilities Planning and Management and Purchasing Department	Written Proposal, Price Negotiation, Written Contract and Purchase Order
PURCHASE OF GOODS, LICENSES, ...				
Up to \$30,000	One (1) Written Quote	Dept. Mgr.; V.P. Admin.; Manager, Purchasing and Warehouse Services	Purchasing Department	Written Quote and Purchase Order
\$30,001 to \$76,700	Informal Bidding Per BOARD POLICY, Request for Written Quotation	Dept. Mgr.; V.P. Admin; Manager, Purchasing and Warehouse Services; BOARD RATIFICATION	V.C., Business Services Or V.C., Facilities Planning and Management and Purchasing Department	Written Bid; Written Contract and/or Purchase Order
\$76,701 and above	Formal Advertised Invitation for Bid (IFB)	V.C. Business Services via Chancellor authority to \$76,700. BOARD AWARD above \$76,700.	V.C., Business Services Or V.C., Facilities Planning and Management and Purchasing Department	Written Bid; Written Contract and/or Purchase Order