

# Riverside Community College District

## Purchasing Thresholds

### Purchase Order Limits for goods and services (AP 5340)

For the purchase of equipment, materials, supplies and services (except construction services).

Per Public Contract Code section 20651, community college Districts must competitively bid any contract involving an expenditure of:

- More than \$99,100 (this threshold amount is annually adjusted)

Administrative Procedures (AP 5340) require the department project manager to obtain informal quotes as follows:

- \$1,000 to \$9,999 → obtain three (3) verbal quotes
- \$10,000 to \$99,099 → obtain three (3) written quotes

Exceptions are piggybacks, cooperative bids, professional services, instructional materials, textbooks ([See list below](#)).

### Public Works Projects (AP 5345) – CUPCCAA per PCC 22032

Public Works projects are defined in *Labor Code 1720*, including by not limited to: repairs, alterations, renovations, improvements, demolition, construction, preconstruction and post construction, painting and repainting, installation of modular furniture and AV equipment.

RCCD has adopted the California Uniform Public Construction Cost Accounting Act (CUPCCAA) – per *PCC 22032*

Contractors must be registered under CUPCCAA guidelines. Check with Purchasing for current vendor list.

### Public Works (Formal and CUPCCAA Thresholds)

- **Public projects less than \$25,000** may be performed by negotiated contract or by purchase order (PCC 22032(a)).
  - The Project Manager/Department shall obtain three (3) informal price quotes and shall award to the lowest responsive/responsible contractor.
  - \$10,000 and under – 1 quote
  - 10,000 - \$25,000 – 3 quotes
  - Quotes and Scope of Work must be forwarded to the Purchasing Department. Please reference the requisition number on all supporting documents.
  - The Purchasing Department will obtain certificates of insurance and verify contractor license.

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- **Projects between \$25,000 - \$200,000** may be let to contract by the informal procedures set forth in the Uniform Public Construction Cost Accounting Act (PCC 22032(b)).
  - Complete a bid summary form and return to the Purchasing Department. Please contact Purchasing for a bid summary form.
  - The Purchasing Department will send a Notice of Inviting Bids to prospective bidders and prepare an **informal bid package**. Invitations must be sent at least ten (10) days prior to the bid closing date.
  - The Purchasing Department will obtain required documentation, including certificates of insurance and bonds; verify contractor license and issue the Notice of Award and Notice to Proceed.
  - • Please allow 2-3 weeks for informal bidding process.
- **Public projects exceeding \$200,000** shall be let to contract by formal bidding procedures (PCC 22032(c)).
  - Complete a bid summary form and return to the Purchasing Department. Please contact Purchasing for the bid summary form.
  - The Purchasing Department will send a Notice of Inviting Bids to prospective bidders and prepare a formal bid package. Legal requirements include two (2) weeks advertising and Board of Trustees approval.
  - The Purchasing Department will obtain required documentation, including certificates of insurance and bonds; verify contractor license and issue the Notice of Award and Notice to Proceed.
  - Please allow 6-8 weeks for bidding process.
- Bids must include prevailing wage rates for **public works projects over \$1,000** (Labor Code 1771).
  - Pay Prevailing Wages and submit Certified Payroll Records to the State Labor Commissioner
  - District must submit a PWC-100 (project registration form) with the DIR within 5 days of award of contract. (SB 854)
- Performance & Payment Bonds are required for **public works projects costing \$25,000** or more (Civil Code Section 9550-9566) Contractor and Subcontractors to be registered with DIR (SB 854)

### Exemptions to the Competitive Bidding Threshold

**NOTE - exemptions listed below still require prior Board of Trustees approval in lieu of bidding process.**

- State Cooperative Purchasing Program (CMAS) or Federal GSA or other multiple award contracts (subject to prior review and approval from Purchasing Agent)
- Piggyback bids (Other Public agency bids that include piggyback clause)
- Emergencies to avoid danger to life or property
- Purchase or Lease from other Public Agency
- Professional Services or advice
- Insurance Services
- Instructional Materials including textbooks
- Sole Source (require Board pre-approval)