

Mt. San Jacinto Community College District Purchasing Thresholds

Rev. 1/19/2021

MSJC Administrative Procedure (AP) 6330 and Public Contract Code (PCC)

The District must adhere to the following procurement thresholds and purchasing authority.

The procurement of all supplies, equipment and services must be processed through the District's Galaxy financial system. The Vice President of Business Services is transferred authority to sign and approve procurement transaction. Only a few delegated District employees are authorized to approve purchase orders and contracts, which financially obligates the District. These include the following:

- The Dean of Administrative Services/Controller
- District Purchasing Agent
 - Director of Procurement and General Services
 - Supervisor of Procurement and General Services
- Bookstore and Cafeteria Supervisors

Any other delegation of purchasing authority shall be in writing (Open Purchase Order).

Department and District staff are NOT authorized to place orders on behalf the District without prior written authority. NO verbal orders allowed.

Purchase Order Limits for goods and services (AP 6330)

- **\$96,700 (2021) Bid Limit** – orders over current bid limit must be formally bid and require prior Board of Trustees approval
 - *PCC 20651(a)* amount increase annually effective January 1st
 - Includes purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.
 - Includes services that are non-construction
 - Includes repairs, maintenance as defined in *PCC Section 20565*, and that are not public projects as defined in *PCC Section 22002(c)*.
 - Exceptions are piggyback, cooperative bid, professional services, instructional materials, textbooks ([See list below](#))
- **\$25,000 – Bid Limit** – minimum 3 written quotes *
- **\$3,000 - \$25,000** – verbal or written quotes from 2 or more vendors *
- **\$3,000 and less** – additional quotes required as deemed necessary by the Purchasing Agent
 - * NOTE: orders under the formal bid limit are subject to review and approval by the Purchasing Agent and shall be made with as much competition as is practical and deemed necessary by the Purchasing Agent. (Per AP 6330)

Public Works Projects (AP 6345) – CUPCAA per PCC 22032

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

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MSJCCD has adopted the California Uniform Public Construction Cost Accounting Act (CUPCCAA) – per PCC 22032. Contractors **must** be Pre-Qualified annually under CUPCCAA guidelines. **Check with Purchasing for current vendor approval.**

Public Works (CUPCCAA) Purchasing Thresholds

- PW Projects **\$1,000 or over** require the following:
 - Contractor to pay Prevailing Wage
- PW Projects **\$1,000 - \$14,999** – Retain quote from Contractors on Pre-qualification list
- PW Projects **\$15,000 - \$59,999** – Retain 2 or more written quotes from Contractors on Pre-qualification list.
 - Contractor and Subcontractors to be registered with DIR (SB 854)
 - District must submit a PWC-100 (project registration form) with the DIR within 5 days of award of contract. (SB 854) for new thresholds below effective 7/1/17
 - **\$25,000** for new construction, alteration, installation, demolition or repair
 - **\$15,000** for maintenance
 - **\$25,000** and over require **Performance and Payment Bonds**
- PW Projects **\$60,000 - \$200,000** – informal bidding procedures
 - Must be on District bid forms
 - Bid bond required
 - Performance and Payment Bonds required
 - Advertisement required 10 calendar days prior to bid due date
- PW Projects **Over \$200,000** require formal bidding process

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
- Commodities purchased on a regular basis with varying prices such as fuel and computer memory
- Consumables (toner, ink, paper)
- Sole Source **(requires Board prior approval)**

Purchasing Contact

Email: purchasing@msjc.edu Ext. 3116 or 3192