

**Exhibit A
Purchasing Requirements**

| | TYPE OF PURCHASE | TOTAL AMOUNT OF PURCHASE | QUOTE OR SOLICITATION REQUIREMENTS | DISTRICT POLICIES AND REGULATIONS | REQUIRED DOCUMENTATION | APPROVAL AUTHORITY |
|---------------------------------|---|--------------------------|--|---|---|--|
| Service, Equipment and Supplies | Purchase-Equipment, materials, supplies, maintenance services, and misc. services | \$1 to \$9,999 | Telephone/verbal quotes for supplies/equipment under \$10,000. | BP6150 BP6330 BP6340 FIP - page E220, #15 | W9. For supplies/equip: Purchase Order. For Services: Purchase Order, Field Service Agreement/Contract. | Board Approval for Contracts. |
| | Informal Bid/Small Purchase-Equipment, materials, supplies, maintenance services, and misc. services | \$10,000 to \$90,199* | Three written quotes obtained by or with Purchasing. | BP6150 BP6330 BP6340 CC 9550 | W9. For supplies/equip: Purchase Order. For Services: Purchase Order, Field Service Agreement/Contract. Payment Bond for labor over \$25,000. | Board Approval for Contracts. <u>And</u> President or VP Administration or VP Instruction for all contracts. VP of Student Services' for Student Services contracts. |
| | Formal Bid-Equipment, materials, supplies, maintenance services, rentals and misc. services | \$90,200* or more | Advertised competitive bid. | BP6150 BP6330 BP6340 AP6340 AP6360 PCC 20651 CC 9550 FIP - page E220, #14 | W9. For supplies/equip: Purchase Order. For Services: Purchase Order, Field Service Agreement/Contract. Payment Bond for labor over \$25,000 | Board Approval for Contracts. <u>And</u> President or VP Administration or VP Instruction for all contracts. VP of Student Services' for Student Services contracts. |
| Construction | Public Works/Construction Project, Small-Facility construction, alteration, renovation, demolition, painting or repair | \$1 to \$4,999 | Verbal or written quote okay. | BP6150 AP 6340 CUPCCAA (Mt SAC Resol. 11-6, 12/14/11) FIP - page E220, #14 | W9. Purchase Order. | Online requisition approval from Director of Facilities. |
| | Public Works/Construction Project, Small-Facility construction, alteration, renovation, demolition, painting or repair | \$5,000-\$44,999 | Minimum of three written quotes. | CC 9554 CC 9550 AP 6340 CUPCCAA (Mt SAC Resol. 11-6, 12/14/11) FIP - page E220, #14 | W9. Purchase Order, (Contractor DIR Registration, Payment/ Performance Bonds if over \$25,000), Field Service Agreement. | Contract: VP of Administrative Services |
| | Public Works/Construction Project, Informal Bid-Facility construction, alteration, renovation, demolition, painting or repair | \$45,000-\$174,999 | Lowest bid through an informal bidding process. | PCC 22030 - 22045 CC 9554 CC 9550 CUPCCAA (Mt SAC Resol. 11-6, 12/14/11) FIP - page E220, #14 | W9. Purchase Order, Contractor DIR Registration, Payment/ Performance Bonds; formal agreement issued by Purchasing. | Contract: VP of Administrative Services |
| | Public Works/Construction Project, Formal Bid-Facility construction, alteration, renovation, demolition, painting or repair | \$175,000 or more | Advertise competitive bid. | AP 6340 PCC 22030 - 22045 CC9554 CC9550 CUPCCAA (Mt SAC Resol. 11-6, 12/14/11) FIP - page E220, #14 | W9. Purchase Order, Contractor DIR Registration, Payment/ Performance Bond, formal agreement issued by Purchasing. | Contract: Board approval <u>and</u> VP of Administrative Services. |
| Independent Contract | Independent Contractors/Professional Services | All | Scope of services and proposed cost. | AP 6370 GC 53060 BP6150 | W9. Purchase Order and Independent Contract Agreement. | Board Approval for Contracts. <u>And</u> President or VP Administration or VP Instruction for all contracts. VP of Student Services' for Student Services contracts. |

BP= Board Policy

AP= Administrative Procedure

PCC= Public Contract Code

GC= Government code

CC= Civil Code

CUPCCAA= California Uniform Construction Cost Accounting Commission

FIP= Fiscal Independence Plan

Resol.= Resolution

* Bid Threshold as of 01/01/2018

Per PCC 20659 - Change order subject to advertised bidding that equal the greater of \$45,000 or 10% above the original order, require board approval and may be subject to rebidding.