

**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 \$96,699*	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	\$96,700* 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 CUPCAA (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-\$59,999	Minimum of three written quotes.	CC 9554 CC 9550 AP 6340 CUPCAA (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	\$60,000-\$199,999	Lowest bid through an informal bidding process.	PCC 22030 - 22045 CC 9554 CC 9550 CUPCAA (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	\$200,000 or more	Advertise competitive bid.	AP 6340 PCC 22030 - 22045 CC9554 CC9550 CUPCAA (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
CUPCAA= California Uniform Construction Cost Accounting Commission
FIP= Fiscal Independence Plan
Resol.= Resolution

* Bid Threshold as of 01/01/2021

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.