

	TYPE OF PURCHASE	TOTAL AMOUNT OF PURCHASE	QUOTE OR SOLICITATION REQUIREMENTS	PROCEDURE	REQUIRED DOCUMENTATION	APPROVAL AUTHORITY
Service, Equipment and Supplies	Purchase-Equipment, materials, supplies, and misc. services	\$1 to \$9,999	One written quote (E-mailed) for supplies/equipment under \$10,000.	<b>Mountie Staff:</b> -Create Requisition and upload required docs to OnBase -For contracts submit Board Item <b>Purchasing:</b> - Complete PO and send to vendor	-Quote -Purchase Order -Services: Agreement/Contract.	Contracts: Board Approval with VP's signature.
	Small Purchase-Equipment, materials, supplies, and misc. services	\$10,000 to \$114,799	Three written quotes obtained or Justification Form.	<b>Mountie Staff:</b> -Create Requisition and upload required docs to OnBase -Submit Board Item if Contract <b>Purchasing:</b> - Complete PO and send to vendor	-Quote(s) or Justification -Purchase Order -Services: Agreement/Contract -Public Works Contracts: Payment Bond over \$25,000	Contracts: Board Approval with VP's signature.
	Formal Bid-Equipment, materials, supplies, rentals and misc. services	\$114,800* or more	Advertised competitive bid.	<b>Mountie Staff:</b> -Provide a scope of work for bid documents and board background -If approved, create Requisition and upload required docs to OnBase <b>Purchasing:</b> - Complete PO and send to vendor -Submit Board Item	-Formal Bid -Purchase Order -Services: Agreement/Contract -Public Works Contracts: Payment Bond over \$25,000	Board Approval with VP's signature on Contracts.
Maintenance Services	Maintenance Service, routine, recurring, and usual work for the preservation, protection of the College	\$1 - \$15,000	Minimum of one quote (multiple quotes preferred but not required)	<b>Manager to provide the following to Administrative Specialist:</b> -Proposal(s) -Certificate of Insurance (COI) -Prepare Field Contract/Vendor Contract for Signature on AdobeSign -Create Requisition and upload required docs in OnBase <b>Purchasing:</b> - Review COI and upload to Smartsheet - Complete PO and send to contractor/vendor	-DIR Registration is not required (see Field Contract - Item 5) -Proposal and Field Contract for Maintenance Services \$5,000 - \$14,999 (include Attachment A – Daily Reports) -Certificate of Insurance (see Field Contract - Item 25) -Must pay Prevailing Wages >\$1000 (see Field Contract - Item 24) -Contractor is not required to electronically submit Certified Payroll Records (CPRs) to DIR, but must submit CPRs to Mt. SAC along with Invoice (see Field Contract - Item 24)	Field Contract: Facilities Director initials and VP of Administrative Services.
	Maintenance Service, routine, recurring, and usual work for the preservation, protection of the College	\$15,000 - \$114,799	Minimum three quotes	<b>Manager to provide the following to Administarative Specialist:</b> -Proposal(s) with Justification Form -Certificate of Insurance (COI) -Prepare Field Contract/Vendor Contract for Signature on AdobeSign -Request payment/performance bonds if over \$25K -Create Requisition and upload required docs to OnBase <b>Purchasing:</b> - Review required docs and upload COI to PlanetBids -Post Project on DIR and provide Contractor with DIR Project ID on the PO - Complete PO and send to contractor/vendor	-Proposal and Field Contract for Maintenance Services \$15,000 - \$99,099 -Certificate of Insurance (see Field Contract - Item 26) -Payment/Performance Bonds if over \$25,000 per Civil Code 9550 -Must pay Prevailing Wages (see Field Contract - Item 24) -Contractor must submit CPRs electronically to DIR (see Field Contract - Item 25) -DIR Registration is required (see Field Contract - Item 5)	Field Contract: Facilities Director initials and VP of Administrative Services.
	Maintenance Service, routine, recurring, and usual work for the preservation, protection of the College	\$114,800* or Greater	Formal Bid or RFP Required	<b>Contact Purchasing to start Bid or RFP process</b>	-Purchasing will provide requirements	Contract: Board approval and VP of Administrative Services.

Construction	Public Works/Construction Project or Small-Facility construction	\$1 to \$4,999	One written quote (E-mailed)	<b>Facilities Staff:</b> -Certificate of Insurance (COI) -Create Requisition and upload required docs to OnBase <b>Purchasing:</b> - Review COI and upload to Smartsheet - Complete PO and send to contractor/vendor	-Purchase Order -Certificate of Insurance with required limits	Banner approval.
	Public Works/Construction Project	\$5,000-\$24,999	Minimum one quote (multiple quotes preferred but not required)	<b>Project Manager to provide the following to Special Project Director:</b> -Proposal(s) -Certificate of Insurance (COI) <b>Facilities Staff:</b> -Prepare Field Contract for signature using AdobeSign -Create Requisition and upload required docs to OnBase <b>Purchasing:</b> - Contractor/vendor will automatically receive a fully signed Field Contract through *AdobeSign - Review COI and upload to Smartsheet - Complete PO and send to contractor/vendor	-Proposal and Field Contract (include Attachment A – Daily Reports) -Certificate of Insurance (see Field Contract - Item 26) -Contractor must pay Prevailing Wages (see Field Contract - Item 25) -Contractor is not required to electronically submit CPRs to DIR, but must submit CPRs to Mt. SAC along with the Invoice (see Field Contract - Item 24) -Daily Reports submitted with the Invoice (See Field Contract – Item 6) -DIR Registration is not required (see Field contract - Item 5) -Purchase Order	Field Contract: Facilities Director initials and VP of Administrative Services.
	Public Works/Construction Project	\$74,999 or less	Minimum three quotes	<b>Project Manager to provide the following to Special Project Director:</b> -Complete the Justification Form and include proposals -Certificate of Insurance (COI) <b>Facilities Staff:</b> - Prepare Field Contract for signature using AdobeSign - Request Payment & Performance Bonds & upload to OnBase. - Create Requisition and upload required docs to OnBase <b>Procurement Specialist:</b> - Notify/Confirm Contractors who plan to attend Job Walk (optional) - Contractor/vendor will automatically receive a fully signed Field Contract through *AdobeSign - Post project to DIR and provide Contractor with DIR Project ID - Review COI and upload to PlanetBids - Complete PO and send to contractor/vendor	-Proposal and Field Contract <sub>6</sub> for Contractor Services \$25,000 - \$59,999 -Justification Form -Certificate of Insurance (see Field Contract - Item 26) -Payment/Performance Bonds if over \$25,000 per Civil Code 9550 -Contractor must pay Prevailing Wages (see Field Contract - Item 24) -Contractor must submit CPRs electronically to DIR (see Field Contract - Item 25) -DIR Registration is required (see Field Contract - Item 5) -Purchase Order	Field Contract: Facilities Director initials and VP of Administrative Services.
	Public Works/Construction Project, Informal Bid- Facility construction	\$75,000 - \$220,000	Lowest bid through an informal bidding process.	<b>Project Manager (P/M):</b> -Submit completed Bid Form to CWA Coordinator for approval -Email approved Bid Form to Procurement Specialist via purconstruction@mtsac.edu	-Procurement Specialist will provide requirements	Contract: VP of Administrative Services.
	Public Works/Construction Project, Formal Bid-Facility construction	\$220,001 or greater	Advertised competitive bid.	<b>Project Manager (P/M):</b> -Submit completed Bid Form to CWA Coordinator for approval -Email approved Bid Form to Procurement Specialist via purconstruction@mtsac.edu	-Procurement Specialist will provide requirements	Contract: Board approval and VP of Administrative Services.

Other Agreements	CMAS/Cooperative Agreements	All	One written quote	<b>Manager:</b> Work with consultant, dealer, and end users to request and develop drawings/score of work. <b>Mountie Staff:</b> - Request Payment & Performance Bonds from Vendor (if over \$25,000) -Request Insurance (COI) -Create Requisition and upload required docs in OnBase <b>Purchasing will:</b> - Review, and upload Certificate of Insurance (COI) to Smartsheet. -Post project to DIR and provide vendor with DIR Project ID on the PO - Complete PO and send to vendor	-Quote & CMAS/Cooperative Agreement or Agreement reference information (i.e.. contact #, contact type or website link) -Certificate of Insurance -Contractor must pay Prevailing Wages <b>For Project over \$25,000:</b> -Payment/Performance Bonds per Civil Code 9550 -Certificate of Insurance -Contractor must submit CPRs electronically to DIR -DIR Registration is required <b>Provide following info on Facilities Request:</b> -Identify supplier DIR number -Completion date	Banner approval. Depending on amount may need Board Approval, contact Purchasing to verify.
Independent Contract	Independent Contractors (IC)	All	Scope of services and proposed cost.	<b>Mountie Staff:</b> -Request Vendor W9 -Complete IC Agreement and email to HR for approval -Create Requisition and upload required docs to OnBase -If approved submit Board Item <b>Purchasing:</b> - Complete PO and send to vendor <b>Human Resources (HR) Staff:</b> -Reviews IC for approval	-W-9 -Independent Contract Agreement -Purchase Order	Board Approval, Department Manager, and VP.
Emergency Projects	Sudden, unforeseen event that disrupts College activities	Less than \$60,000	One written quote	<b>Project Manager MUST Notify Project Director or Team Facilities Staff to Contact:</b> -Notify Purchasing -Request insurance claim via Risk Management -Ask Accounting for Funding Source	-Proposal and Field Contract for Contractor Services -Certificate of Insurance (see Field Contract - Item 26) -Payment/Performance Bonds if over \$25,000 per Civil Code 9550 -Contractor must pay Prevailing Wages (see Field Contract - Item 25) -Contractor may be required to electronically submit CPRs to DIR, but must submit CPRs to Mt. SAC along with the Invoice (see Field Contract - Item 24) -Daily Reports must be submitted with the Invoice (See Field Contract – Item 6) -DIR Registration may be required (see Field Contract - Item 5)	Field Contract: Facilities Director initials and VP of Administrative Services
	Sudden, unforeseen event that disrupts College activities	\$60,000 and Greater	One written quote	<b>Project Manager MUST Notify Project Director or Team Facilities Staff to Contact:</b> -Notify Purchasing. They will need all proposals and work with PM to create Board Emergency Resolution. -Request insurance claim via Risk Management -Ask Accounting for Funding Source	-Proposal and Field Contract for Contractor Services -Certificate of Insurance (see Field Contract - Item 26) -Payment/Performance Bonds if over \$25,000 per Civil Code 9550 -Contractor must pay Prevailing Wages (see Field Contract - Item 25) -Contractor may be required to electronically submit CPRs to DIR, but must submit CPRs to Mt. SAC along with the Invoice (see Field Contract - Item 24) -Daily Reports must be submitted with the Invoice (See Field Contract – Item 6) -DIR Registration maybe required (see Field Contract - Item 5)	Resolution number from President's office and Board Approval. Field Contract: Facilities Director initials and VP of Administrative Services

**\*Bid Limit. \*\*California Uniform Construction Cost Accounting Commission (CUPCAA) threshold.**

**Project Change orders:** 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.

**Project Assignment:** Typically Used for master agreements for professional services with no fixed amount. Must need Board Approval if amount exceeds the bid limit.

**Work Authorization:** An offical letter to formalize authorization for work to proceed. May need to provide for professional services.

**1. Maintenance work per PCC 20656 is defined as:**

For purposes of Section 20655, “maintenance” means routine, recurring, and usual work for the preservation, protection and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired. “Facility” means any plant, building, structure, ground facility, utility system, or real property.

This **definition of “maintenance”** expressly includes, but is not limited to: Carpentry, electrical, plumbing, glazing, and other craft work designed consistent with the definition set forth above to preserve the facility in a safe, efficient, and continually usable condition for which it was intended, including repairs, cleaning, and other operations on machinery and other equipment permanently attached to the building or realty as fixtures. This definition does not include, among other types of work, janitorial or custodial services and protection of the sort provided by guards or other security forces. It is the intent of the Legislature that this definition does not include painting, repainting, or decorating other than touchup, but instead it is the intent of the Legislature that such activities be controlled directly by the provisions of Section 20655.

**Force Account & Day Labor per Under Public Contract Code (PCC) 20655:**

(a)In each community college district, the governing board may make repairs, alterations, additions, or painting, repainting, or decorating upon school buildings, repair or build apparatus or equipment, make improvements on the school grounds, erect new buildings, and perform maintenance as defined in Section 20656 by day labor, or by force account, whenever the total number of hours on the job does not exceed 350 hours. Moreover, in any district whose number of full-time equivalent students is 15,000 or greater, the governing board may, in addition, make repairs to school buildings, grounds, apparatus, or equipment, including painting or repainting, and perform maintenance, as defined in Section 20656, by day labor or by force account whenever the total number of hours on the job does not exceed 750 hours, or when the cost of materials does not exceed twenty-one thousand dollars (\$21,000). (b)For purposes of this section, day labor shall include the use of maintenance personnel employed on a permanent or temporary basis.

**“Force Account” is defined as:** work performed on public projects using internal resources.

**2. Civil Code 9550 (Bond requirements)** - A direct contractor that is awarded a public works contract involving an expenditure in excess of twenty-five thousand dollars (\$25,000) shall, before commencement of work, give a payment bond to and approved by

**3. Prevailing Wages >\$1000** - Sole proprietors/owners are NOT exempt from public works requirements and must maintain certified payroll records and pay prevailing wages to themselves.

**4.Cooperative Agreements/CMAS per Public Contract Code (PCC) 10299 (b):**

**5. Emergency per Public Contract Code Section 20654 (a):**

**6. Field Contract** - If an agreement/contract (i.e. RFP, Bid, Master Agreement) is executed no need to execute a field contract.