

PURCHASING PROCEDURE

The purchasing of services and materials shall be centralized in the Purchasing Department under the Director of Purchasing and Contracts. All purchasing shall be in accordance with state law, as follows.

- Price quotations shall be solicited from vendors who offer the services, supplies and equipment needed by the District. In all cases where the same price is submitted by two or more vendors on the same or equal services or merchandise and one vendor has a place of business in the Contra Costa Community College District, the award shall be made to the local vendor.
- The Purchasing Department shall maintain a mailing list of vendors who are interested in quoting prices. Since publishing of the Notices to Bidders constitutes official notice of a bid, the District assumes no responsibility for the failure of a vendor to receive a bid unless the request is in response to the published notice. Bids shall be opened at public bid opening conducted by the Purchasing Department. The price quotations of each bid shall either be read in public or a tabulation prepared for interested bidders.

Formal Bidding Process – No contract for public projects (construction and maintenance) in excess of the amount as specified in Public Contract Code (PCC) 22032 (c) shall be let without formal, advertised bid.

No contract for materials, supplies, equipment repair and services in excess of the amount established by PCC Section 20651 shall be let without formal, advertised bid.

District Office Purchasing will publish a Request for Bid at least once a week for two weeks in a local newspaper of general circulation. The typical bid will require 45 to 60 days from the first date of publication to the awarding of the contract by the Governing Board. More time may be required dependent on the complexity of the procurement. Adequate time for the bid process should be included in the planning of a project. (Education Code 81641)

Informal Bidding Process – Purchase shall be on the open market by written quotation or telephone quotation and award for expenditures under the amount established by PCC Section 20651 with a minimum solicitation of at least three quotations, except that on purchases of \$5,000 or under buyers may exercise discretionary judgment on the number of bids solicited and the firm to which award is made, consistent with quality, delivery and service.

Contracts for public projects (construction and maintenance) shall be coordinated with the Facilities Planning department and may be let by the informal procedures set forth in the California Uniform Construction Cost Account Act (PCC 22032 (b)).

Purchase without Estimate or Bid – Purchase of supplementary textbooks, library books, educational films, audio-visual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the operation of the District may be made without securing quotations or advertising for bids. (Education Code 81651)

Professional Services (i.e., architects, engineers, environmental consultants, etc.) are not required to be bid. The District, however, may solicit proposals, as determined by the Chief Administrative Services Officer or designee (Government Code 4525 and 4526).

Contracts for public projects under the amount specified in PCC 22032 (a) are not required to be bid. Projects in excess of \$15,000 shall have three (3) quotes submitted to Purchasing with the purchase requisition.

Per PCC 22033, it shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the bidding process.

Delegation of Purchasing Authority – College and District managers are granted authority to procure goods and services in accordance with Business Procedure 11.15.

Purchases exempt from this administrative procedure are:

- a. purchase through the State of California, Department of General Services pursuant to Education Code 81653;
- b. purchases from the federal government or any agency thereof of any surplus property as defined in the Surplus Property Act of 1944; and
- c. purchases from any public agency or corporation within Contra Costa County.

Formal or Informal bidding requirements may be waived by the Director of Purchasing for the following reasons:

- a. emergencies which arise due to circumstances external to, or beyond the control of, staff members. (Those situations which arise from failure to plan adequately will not be considered emergencies – see PCC 22035.); and
- b. material desired is available from only one source and three bids can not be obtained. This does not authorize purchase by brand name to the exclusion of all others.

Summary of Procedures – Departments are encouraged to contact the Purchasing Department to discuss the appropriate procedure for acquiring goods and/or services. The following general categories cover most types of purchases and contracts.

- a. Miscellaneous Services Contracts: For contracting procedures for a wide variety of services, such as independent contractors, personal and professional services, and instructional services, not relating to public construction/projects. See Business Procedure 9.40 through 9.45 for detailed information. These services are generally not required to be bid as they are unique, specialized or professional.

For miscellaneous services, departments shall obtain a proposal from the recommended firm, complete the District's short form contract; and submit the documents to the contracts manager in the District office. Contracts over the bid limits established by the Public Contracts and Government Code statutes require Governing Board approval. Departments should seek the advice of the Director of Purchasing to determine if the service requires proposals.

- b. Public Projects – Construction and Improvements (PCC Section 22002 C): (1) Construction, re-construction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility; and (2) Painting or re-painting any

publicly owned, leased or operated facility.

The District has adopted the California Uniform Public Construction Cost Accounting Act's bidding requirements, see Business Procedure 11.02.

Departments shall submit Purchase Requisitions for these projects (see Business Procedure 11.03).

- c. Public Projects – Maintenance Work (PCC Section 22002 (d)): (1) Routine, recurring, and usual work, or the preservation or protection of any publicly owned or operated facility; (2) Minor painting; (3) Resurfacing of streets (less than 1 inch); and (4) Landscape maintenance, mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler system.

As with construction projects, above, the District has adopted the California Uniform Public Cost Accounting Act's bidding requirements.