

**Chabot-Las Positas Community College District (CLPCCD)
Purchasing and Warehouse Services/Contract Department**

PROCUREMENT GUIDELINE (NON-FEDERAL PROCUREMENT)

SERVICES - NON-PUBLIC PROJECT CONSTRUCTION AND REPAIRS (INCLUDING MAINTENANCE AS DEFINED IN PCC SECTION 20115 – that are not public projects as defined in PCC Section 22002(c))				
Dollar Threshold	Process	Review/Approval	Documentation	Execution
\$30,000 or less	One (1) Written or Phone Proposal	Dept. Mgr.; Purchasing Department	Proposal, General Provisions, DFW, W/C Form; Purchase Order	Purchasing Department
\$30,000 to \$114,499	Three (3) or more written proposals	Dept. Mgr.; Purchasing Department	Proposal, General Provisions, DFW, W/C Form; Purchase Order	Purchasing Department
Over \$114,500	Formal Advertised (2 wks) Request for Proposal (RFP)	Dept. Mgr.; Purchasing Manager BOARD AWARD	Formal Proposal, Contract; Purchase Order	V.C., Business Services
BUSINESS/EDUCATION - PROFESSIONAL SERVICES – (i.e., Accountants, Auditors, Attorneys, Specialized Professional Services are Exempt from Bidding)				
Up to \$114,499	Requisition, Contract For Services, Independent Contractor Questionnaire, Vendor Profile App, W-9	Dept. Mgr.; V.C., Business Services; V.C., Human Resources	Contract for Services, New Vendor Information (W-9), Indep. Contractor Quest, Open Purchase Order	V.C., Business Services; Purchasing Department
Over \$114,500	Requisition, Contract For Services, Independent Contractor Questionnaire, Vendor Profile App, W-9	Dept. Mgr.; V.C., Business Services; V.C., Human Resources BOARD AWARD	Contract for Services, New Vendor Information (W-9), Indep. Contractor Quest, Open Purchase Order	V.C., Business Services; Purchasing Department
PUBLIC PROJECTS –PROFESSIONAL SERVICES - ARCHITECT & ENGINEER, IOR, SPECIAL TESTING, ETC (Pursuant to Government Code 4526 “notwithstanding any other provision of law, these services shall be awarded based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.”)				
\$30,000 or less	One (1) Written Proposal	V.C. Facilities/Bond Programs and Operations; Contract	Proposal, Service Provisions, DFW, W/C Form; Purchase Order	Purchasing/Contract Manager
\$30,000 to \$114,499	Three (3) Written Proposals	V.C. Facilities/Bond Programs and Operations; Contract	Proposal, Professional Services Agreement; Purchase Order	V.C. Facilities/Bond Programs and Operations
\$114,500 and above	Formal Advertised Request For Qualifications (RFQ); Short-List invited Request For Proposal (RFP)	Review Committee; V.C. Facilities/Bond Programs and Operations; Contract BOARD AWARD	Proposal, Price Negotiation, Contract; Purchase Order	V.C. Facilities/Bond Programs and Operations
PUBLIC PROJECT CONSTRUCTION – Board has adopted the Uniform Public Construction Cost Accounting Act (UPCCAA)				
\$60,000 or less	One (1) Written Quote	Director, Maintenance and Operations or V.C. Facilities/Bond Programs and Operations; Purchasing Department	Quote, General Provisions, DFW, W/C Form, SB 854; Over \$15K-Contract, Over \$25K- Bonds, Cert of Ins.; Purchase Order	Purchasing Department; V.C. Facilities/Bond Programs and Operations, if over \$15K
\$60,001 to \$199,000	Informal Bidding Process (UPCCAA), Advertise and/or Pre-Qualified Contractor	Director, Maintenance and Operations; V.C. Facilities/Bond Programs and Operations; Contract Buyer	Bid Proposal/Price Quote, Negotiation, Labor & Mat Contract, SB 854, Bonds, Cert of Insurance; Purchase Order	V.C. Facilities/Bond Programs and Operations
\$200,000 and above	Formal Bid Process, Advertised (2 wks), Bid Proposal, Bid Bond	V.C. Facilities/Bond Programs and Operations; Contract Buyer BOARD AWARD	Formal Bid Proposal, Const. Contract, Bonds, Cert of Ins., SB854; Purchase Order	V.C. Facilities/Bond Programs and Operations
PURCHASE OF EQUIPMENT, MATERIALS, SUPPLIES, GOODS OR FURNITURE to be furnished, sold or leased - Ref. Public Contract Code (PCC) Section 20651(a)				
\$30,000 or less	One (1) Written or Phone Quote	Dept. Mgr.; Purchasing Department	Quote; Purchase Order	Purchasing Department
\$30,000 to \$114,499	Three(3) or more written quotes	Dept. Mgr.; Purchasing Department	Informal Request for Quote; Purchase Order	Purchasing Department
\$114,500 and above	Invitation for Bid (IFB)- Formal Advertised (2 wks)	Dept. Mgr.; Purchasing Manager BOARD AWARD	Formal Bid; Purchase Order	V.C., Business Services