



Procurement Procedures for Materials, Service and Construction Bids

To ensure that the School District is obtaining materials and services at the most competitive price, State Law requires “comparative shopping” before the purchase is made. The guideline for comparative shopping varies according to the size of the purchase, ranging from informal price quotes to official advertised requests for sealed bids. These guidelines used are in the best interest of the District and described as follows:

Materials, Supplies, Non-Capitalized Equipment, Equipment, Equipment Replacement and Services: Procurement of Materials, Supplies, Non-Capitalized Equipment, Equipment, Equipment Replacement and Services, amounts do not exceed the limits set by Public Contract Code sections 20111 through 20118, and 22002; and Code of Federal Regulations section § 200.320 shall require the following:

Procurement Threshold	Procurement Process
\$0.01 to \$4,999.00	Site is required to submit One (1) written quote, but more is optimal to save on pricing. A requisition must be submitted with the quote and include all information obtained (Verbal quotes should have company name, items requested, and amount listed on the requisition).
\$5,000.00 to \$50,000.00	Site is required to submit One (1) written quote. A requisition must be submitted with the quote and include all information obtained. Once received by the Purchasing Department, Purchasing will be required to obtain One (1) additional quote. The Purchasing Department retains authority to deem the quote “fair and reasonable” and solicit additional proposals if pricing is not deemed “fair and reasonable” by the Director of Purchasing.
\$50,000.01 - \$114,800.00	Site is required to submit One (1) written quote. A requisition must be submitted with the quote and include all information obtained. Once received by the Purchasing Department, Purchasing will be required to obtain Two (2) additional quotes. The Purchasing Department will award a Purchase Order to the vendor who is deemed lowest, reasonable and most responsive by the Director of Purchasing or his/her designee.
\$114,800.01 and above	<i>Formal bidding process by the Purchasing Department.</i>
<i>For all Federal Funds Purchases Including Title I, II, III, IV, Perkins, ESSER, GEER</i>	
\$10,000.01 - \$114,800.00	Site is required to submit a minimum of 1 written quote and completed cost analysis rubric. A requisition must be submitted with the quotes/cost analysis and include all information obtained. With the exception of instructional materials and services, the Purchasing Department retains authority to deem the quotes/cost analysis “fair and reasonable and request additional proposals if pricing is not deemed “fair and reasonable” by the Director of Purchasing.

Government / National Contracts and Pre-Existing Bids: Purchases may also be obtained by using Pre-existing Government and National Contracts such as US Communities, NJPA (National Joint Powers Alliance) TCPN (The Cooperative Purchasing Network) CMAS (California Multiple Award Schedules) and other Government Contracted pricing. Purchases may also be obtained by using a Pre-Existing Bid (Piggyback Clause), Public Contract Code 20652/20118. This type of bid must have the clause in the bid document at the time of bid opening and must be granted by the awarded vendor. The Purchasing Department shall research these bids.

Public Works, DIR and Construction Bid Thresholds: Public Works is a broad category of work that is performed under contract, paid for with public funds and comes within a classification issued by DIR (Department of Industrial Relations) that requires the payment of prevailing wages. All Contractors performing Public Works over \$1,000 must be registered and current with the DIR and fingerprinted. The California Legislature passed the California Uniform Public Construction Cost Accounting Act (Public Contract Code 22000 et seq.) to promote uniformity of bidding procedures and cost accounting standards on construction projects performed and contracted by public entities in the State. The act is an excellent tool for local public agencies which want to raise bid threshold to \$75,000.00, simplify bid process and increase the likelihood of receiving bids from responsible contractors. Purchasing Department will aid in the bidding process.

Construction Projects up to \$75,000.00	
Construction Thresholds	Purchasing Process
\$0.00- \$10,000.00	Solicitation of at least Two written proposals for the project. The project will be awarded to the contractor or vendor whose proposal is most fair, reasonable and responsible.
\$10,000.01 - \$30,000.00	Solicitation of at least Three written proposals for the project. The project will be awarded to the contractor or vendor whose proposal is most fair, reasonable and responsible.
\$30,000.01- \$75,000.00	Solicitation of at least Three or more written proposals for the project. The project will be awarded to the contractor or vendor whose proposal is most fair, reasonable and responsible. Any project with a value greater than \$25,000.00 requires a payment and performance bond per California Civil Code Section 3247 et seq.
Informal Construction Bids up to \$220,000.00	
\$75,000.01- \$220,000.00	Projects that exceed \$75,000.01 but not more than \$220,000.00 in value must be informally bid per Public Contract Code sections 22030 –22045. *Informal bid limit is \$220,000, and the limit for awarding informal bids is up to \$235,000, provided that the cost estimate was determined to be reasonable.
Formal Construction Bids over \$220,000.00	
\$220,000.01 and over	Public Works projects that are valued at more than \$220,000.00 must be formally Bid.