



Purchasing Tips and Reminders
 [Excluding Public Works and Facilities Maintenance]
 [For Internal Use Only]
Fiscal Year 23/24 (July 1, 2023 – June 30, 2024)

It is the responsibility of all San Joaquin Delta Community College District faculty and staff to be prudent stewards of public resources. Following the District's procurement policies and procedures ensures the District and public funds are protected and risk is mitigated.

Identify Procurement Expenditure Types

	Good	Service	Public Works and Facilities Maintenance
Description	A good is a tangible or physical product; tangible meaning something you can touch. Note: A single good valued over \$5,000 requires tagging by the Procurement and Contracts department for tracking purposes.	A service is something intangible, which cannot be physically touched or stored. Note: Depending on the risk to the District, some services require separate signed agreements.	Public Works involve the erection, construction, alteration, painting, repair, or improvement of any structure, building, road, or other state improvement of any kind. Facilities Maintenance is 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.
Process Method	If less than \$5,000 per transaction, use the department P-CARD to purchase the good. If over \$5,000 submit an Oracle requisition, once the requisition is approved by the fiscal officer, the requisition is routed to Procurement for processing.	Review the Service Matrix on the Contracts website to identify requirements before Oracle requisition is submitted. Submit a requisition; once the fiscal officer approves the requisition, the requisition is routed to Procurement for processing.	Review the Facilities Checklist on the Purchasing website to identify Bid Limit Thresholds and requirements. Once requirements are met submit an Oracle requisition, once the requisition is approved by the fiscal officer, the requisition is routed to Procurement for processing.

Bid Limit Thresholds GOODS and SERVICES - January Updates

[Excludes Public Works and Facilities Maintenance]

Dollar Amount	\$1.00 - \$5,000	\$5,001 - \$25,000	\$25,001 - \$114,499	\$114,500 or more
Quote Requirements	One (1) Quote	Two (2) Quotes	Three (3) Quotes	Coordinate formal competitive solicitation with Procurement per Public Contract Code 20651
Solicitation Requirements	Informal competition may be performed at department level or by Procurement and Contracts*			per Public Contract Code 20651
Board Action	Ratification – Contracts and Purchase Order report			Board pre-approval required

**Note – Informal competition performed by department is encouraged not required; it will minimize processing time if all documentation is current and complete upon requisition submittal.*

Key Reminders

- Gifting of Public Resources: California Constitution **specifically prohibits “gifts” of public resources**, which include money, supplies, facilities, equipment or staff time.
- Competitive Solicitation: Procurement expenditures require competitive solicitation unless they are **exempt** from competitive bidding.
 - ✓ The District has established competitive solicitation bid limit thresholds for all procurement expenditures [See Bid Limit Thresholds].
 - ✓ Requestor or the Procurement and Contracts department may obtain quotes.
 - ✓ Attach supplier quote(s) to the requisition to expedite the procurement process.

- ✓ To initiate the procurement process, requestors are required to submit an Oracle requisition with the budget amount allocated for the expenditure. The requisition authorizes the Procurement and Contracts department to solicit suppliers on behalf of the requestor that submits the requisition.
- Public Works and Facilities Maintenance Requires Facilities Management Approval
- Public Contract Code 20657: It is unlawful to split or separate work for the purpose of evading competitive bidding.
- Purchase Card (P-Card): Any question related to P-Cards **contact Fiscal Services**.
- Receiving: It is the department's responsibility to email packing slips to the receiving team for all shipments that are delivered direct to the department at receiving@deltacollege.edu.
- Technology Requires Information Technology (IT) Approval:
 - ✓ **Hardware**: Requires IT Technical support for use, repair and maintenance.
 - ✓ **Software**: Requires network access or connection, as it could be a security risk.
- ERP Technical System Questions: Send an email to ithelpdesk@deltacollege.edu

Insurance Requirements

- **IMPORTANT**: The Contractor/Consultant/Service Provider shall deliver to the District certificates of insurance (COI) containing the provisions and endorsements in accordance with the limits identified below. The COI must be signed on behalf of the insurer by its authorized representative, prior to final execution of the contract or purchase order AND prior to commencement of any work. The District reserves the right to require less or additional insurance coverage and/or limits based on the work or service performed. For more information about doing business with the District and insurance requirements, please contact Procurement and Contracts at purchasing@deltacollege.edu
- An original COI for **general liability** in the amount of \$1,000,000 combined single limit and \$2,000,000 general aggregate occurrence; **auto liability** in the amount of \$1,000,000 combined single limit; and **workers compensation** per statute in the amount of \$1,000,000 each accident must be received by San Joaquin Delta College.
- COI Description shall include the following language along with any project or contract details: "San Joaquin Delta College, its officers, employees, and agents are included and named as Additional Insureds per the attached additional insured form."

Exempt from Competitive Bidding

Government Code 50360	Special Service: Advice in financial, economic, accounting, engineering, legal, or administrative matters.
Government Code 4526	Professional Service : Architectural, engineering, environmental, land surveying or construction project management firms shall be based on demonstrated competence and on the professional qualifications. The District is required to conduct a Request for Qualification before awarding these contracts.
Public Contract Code 20113	Emergency repairs, alterations, work, or improvement that is necessary to permit the continuance of existing school classes, or to avoid danger to life or property.
Public Contract Code 20118.3	Textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals.
Public Contract Code 20652	Piggyback, using a contract that has already been competitively bid through another public agency.

Disclaimer: There may be exceptions to the information provided in these tips and reminders.