



Bid Limit Guide & Requisition Checklist

Equipment/Materials/Supplies Services, Repairs, & Maintenance. (except Public Projects)	Public Works (Construction Projects) and Maintenance Work – Per PCC §22000-22034 (CUPCAA & SB 96 regulations)
<p><u>\$1-\$3,000 (provided by User or Purchasing)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> One quote <p><u>\$3,001-\$20,000-(provided by User or Purchasing)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Two current quotes. Federal Grants require 3 quotes above \$3,000 (if Purchasing obtains quotes, requisitions must specify on the document overview “Federal Grant”). <p><u>\$20,001-\$88,299 (provided by User or Purchasing)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Three current quotes <p><u>\$88,300* or more (process performed by Purchasing)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Formal Solicitation required (Bid, RFP, RFQ, etc.) allow 4-6 week process as advertising for two weeks is required <input type="checkbox"/> Board Approval required <p><u>Additional Requirements:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Other documents as provided or as applicable <p><u>Independent Contracts/General Services/Professional Services:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> W-9/Vendor Information Form <input type="checkbox"/> Board approval if ≥\$100K for Professional Svcs <input type="checkbox"/> Fully Executed Contract/amendments (allow 7 working days for processing. It may be longer if Board approval is required) <input type="checkbox"/> Certificate of Insurance & endorsement (if applicable) <input type="checkbox"/> Vendor Payment Bond if installation >\$25K <p><u>IT Hardware/Software, License, Maint/Repair:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Contract/license agreement & requisition submitted by IT <p><u>Furniture/Signage/ Installation/Equipment:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> approval from Facilities <input type="checkbox"/> approval from IT, if applicable <p><u>Imprinted Items (logo, Promo items):</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Approval from Marketing Dept. (e-mail, signed quote, etc.) <p><u>Final Payment Requirements</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Vendor Invoice or Payment Application <input type="checkbox"/> Proof of Receipt <input type="checkbox"/> Final approval of PREQ In KFS to authorize payment 	<p><u>\$1-\$24,999</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> One Quote (multiple vendors should be invited to participate) <input type="checkbox"/> Plans & Specs with District’s T&Cs for construction projects <input type="checkbox"/> Contractor’s License & Prevailing Wage requirements <input type="checkbox"/> No need to Register with the Dept. of Industrial Relations (DIR) <input type="checkbox"/> Non-Collusion Affidavit Form <input type="checkbox"/> Certificate of Insurance & Additional Insured Endorsement <input type="checkbox"/> PO with District T&Cs for Construction <p><u>\$25,000-\$44,999</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> One Quote (multiple vendors should be invited to participate) <input type="checkbox"/> Plans & Specs w/District’s T&Cs and internal project Sign-off sheet <input type="checkbox"/> DSA or non DSA? <input type="checkbox"/> Registration with DIR & prevailing wage requirements <input type="checkbox"/> Payment and Performance Bonds <input type="checkbox"/> Non-Collusion Affidavit <input type="checkbox"/> Certificate of Insurance & Additional Insured Endorsement <input type="checkbox"/> PO with associated certifications (release of payment, T&Cs, etc.) <input type="checkbox"/> Completion of PWC-100 form with DIR (completed by Purchasing) <p><u>\$45,000-\$175,000</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Three quotes (solicitation is issued to all qualified bidders & Trade Journals) <input type="checkbox"/> Plans & Specs w/District’s T&Cs and internal project Sign-off sheet <input type="checkbox"/> DSA or non DSA? <input type="checkbox"/> Registration with DIR & prevailing wage requirements <input type="checkbox"/> Payment and Performance Bonds <input type="checkbox"/> Non-Collusion Affidavit <input type="checkbox"/> Certificate of Insurance & Additional Insured Endorsement <input type="checkbox"/> Fully Executed Contract followed with District PO <input type="checkbox"/> Completion of PWC-100 form with DIR (completed by Purchasing) <p><u>\$175,001 or more</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Formal bid process, including 2 weeks advertising and board approval <input type="checkbox"/> Fully Executed Contract followed with District PO <input type="checkbox"/> Completion of PWC-100 form with DIR (completed by PM)

NOTE: The Requisition Checklist is provided as a guideline to assist District staff when uploading supporting documentation to a Requisition. Under special circumstances, additional documentation may or may not be requested by the Purchasing.

--For emergency needs, please email Paul Georguson at pgeorguson@deltacollege.edu to obtain an emergency PO number.

* Pursuant to Public Contract Code Section 20651, the bid threshold amount is adjusted for inflation every calendar year by the Board of Governors of the California Community Colleges.

LEGAL AUTHORITY (including but not limited to):

- PCC §20651, et. seq., Gov. §53060, ECC § 81641 & 81656 - PCC §22000-22034 (CUPCAA & SB 96 regulations)
- Per PCC §20657 - It shall be unlawful to split or separate into smaller work orders or projects any work, project, service, or purchase for the purpose of evading the provisions of this article requiring contracting after competitive bidding.