



**Purchasing Tips and Reminders**

[Excluding Public Works and Facilities Maintenance]

[For Internal Use Only]

**Fiscal Year 24/25 (July 1, 2024 – June 30, 2025)**

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**

	<b>Good</b>	<b>Service</b>	<b>Public Works and Facilities Maintenance</b>
<b>Description</b>	A good is a tangible or physical product; tangible meaning something you can touch. <b>Note:</b> 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. <b>Note:</b> Depending on the risk to the District, some services require separate signed agreements.	<b>Public Works</b> involve the erection, construction, alteration, painting, repair, or improvement of any structure, building, road, or other state improvement of any kind. <b>Facilities Maintenance</b> 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.
<b>Process Method</b>	<b>If less than \$5,000</b> per transaction, use the department P-CARD to purchase the good. <b>If over \$5,000</b> submit an Oracle requisition, once the requisition is approved by the fiscal officer, the requisition is routed to Procurement for processing.	Review the <b>Service Matrix</b> 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 <b>Facilities Checklist</b> on the Purchasing website for 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. *Less \$60k – department single quote *\$60k - \$200k –informal process by Procurement *Over \$200k – formal process by Procurement

**Bid Limit Thresholds GOODS and SERVICES - January Updates**

**[Excludes Public Works and Facilities Maintenance]**

<b>Dollar Amount</b>	\$1.00 - \$5,000	\$5,001 - \$25,000	\$25,001 - \$114,499	\$114,500 or more
<b>Quote Requirements</b>	One (1) Quote	Two (2) Quotes	Three (3) Quotes	Coordinate formal competitive solicitation with Procurement per Public Contract Code 20651
<b>Solicitation Requirements</b>	Informal competition may be performed at department level or by Procurement and Contracts*			
<b>Board Action</b>	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 subject to an **exception** 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
- Quote/Bid Splitting: It is unlawful to split or separate work for the purpose of evading competitive bidding. Public Contract Code 20657 & 22033
- 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](mailto: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](mailto: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](mailto: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."

**Exceptions to Competitive Bid**

Government Code 53060	Special Service: <b>Advice</b> in financial, economic, accounting, engineering, legal, or administrative matters.
Government Code 4526	<b>Professional Service</b> : 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 22035 & 22050	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.
Education Code 81651	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.
Public Contract Code 20661	Authorizes California Community Colleges to piggyback on contracts awarded by the Chancellor of the California Community Colleges

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

# 2024-2025 YEAR START TOP 40 PRIORITY REQUISITION LIST

It's that time to consider prioritizing needs for the new fiscal year. Purchasing is planning and providing you with a schedule to submit your TOP 40 Priority Requisitions. Procurement and Contracts will coordinate with department to prioritize their requisition strategy for July 1 operations. As a reminder, requisition entry for FY 24/25 must be entered and approved on or after July 1.

## Top 40 Process Schedule

DATES (no later than)	ACTION
Tuesday, April 2, 2024	<ul style="list-style-type: none"> <li>Purchasing provides department staff with existing purchase order count from July 1, 2023 to February 1, 2024 via Excel spreadsheet</li> <li>The count provided to the department is the <u>maximum</u> number of requisitions based on FY 23/24 PO activity. Department is responsible for identifying requisitions needed based on priority up to the maximum number allowed for the department TOP 40 list.</li> </ul>
Friday, July 5, 2024	<ul style="list-style-type: none"> <li>Department staff creates requisition TOP 40 list in order of priority, returns the list to Purchasing, and enters requisition in Oracle with all required documentation attached per requisition checklist.</li> <li>EMAIL to <a href="mailto:purchasing@deltacollege.edu">purchasing@deltacollege.edu</a> and USE "[<b>Department name</b>] TOP 40 FY 24/25 Final" for subject. <b>No edits will be accepted to the list once submitted.</b></li> <li>Incomplete requisitions will be processed after all District TOP 40 list have been completed.</li> </ul>
Monday, July 8, 2024	<ul style="list-style-type: none"> <li>Purchasing will start processing all TOP 40 lists in order of date/time received (first-in first out).</li> </ul>

***Don't have immediate procurement & contract needs for July 1 but maybe later in the year, this does not apply to you.***

## Bid Limit Thresholds Goods and Services

[Excludes Public Works and Facilities Maintenance]

Dollar Amount	\$1 - \$5,000	\$5,001 - \$25,000	\$25,001 - \$114,499	\$114,500 or Higher
Quote Requirements	One Quote	Two Current Quotes	Three Current Quotes	Obtained through formal competitive solicitation, which <b>MUST</b> be conducted by the Purchasing and Contract Services department.



**Purchasing, Contracts and  
Auxiliary Services**

Jennifer Alford NIGP-CPP, CPPO, CPPB,  
Director

Dear Supplier,

**A current certificate of insurance (COI) with appropriate limits must be on file with the San Joaquin Delta College (District) Purchasing Department before commencing work for the District or on District property.** Suppliers are responsible for ensuring their subcontractors also meet requirements set forth below. Please email a current and valid copy of your COI with appropriate limits to [purchasing@deltacollege.edu](mailto:purchasing@deltacollege.edu).

- Certificate Holder:** San Joaquin Delta College, 5151 Pacific Ave, Danner Basement B4, Stockton CA 95207
- Workers' Compensation:** As required by any applicable State or Federal law or regulation including the United States Longshoremen's and Harbor Workers' Compensation Act, the Jones Act and Admiralty or Maritime Law. Supplier is aware of the provisions of Section 3700 of the Labor Code that requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that code and will comply with such provision *before commencing work*.
- Commercial General Liability:** Combined single limits of liability for bodily injury or property damage, including personal injury.  
\$1,000,000 BI & PD each occurrence  
\$2,000,000 BI & PD aggregate  
\$1,000,000 Personal and Advertising injury each offense or act or related series of offenses or acts

For specialized services and contracts exceeding \$200,000, General Liability requirements may be subject to \$2,000,000 per occurrence and \$4,000,000 aggregate.

The General Aggregate and the Products Completed Operations Aggregate limits shall each be \$1,000,000. Coverage not specified above may be equal to or less than each occurrence limit. When applicable, explosion, collapse, and underground (XCU) must be endorsed to policy.

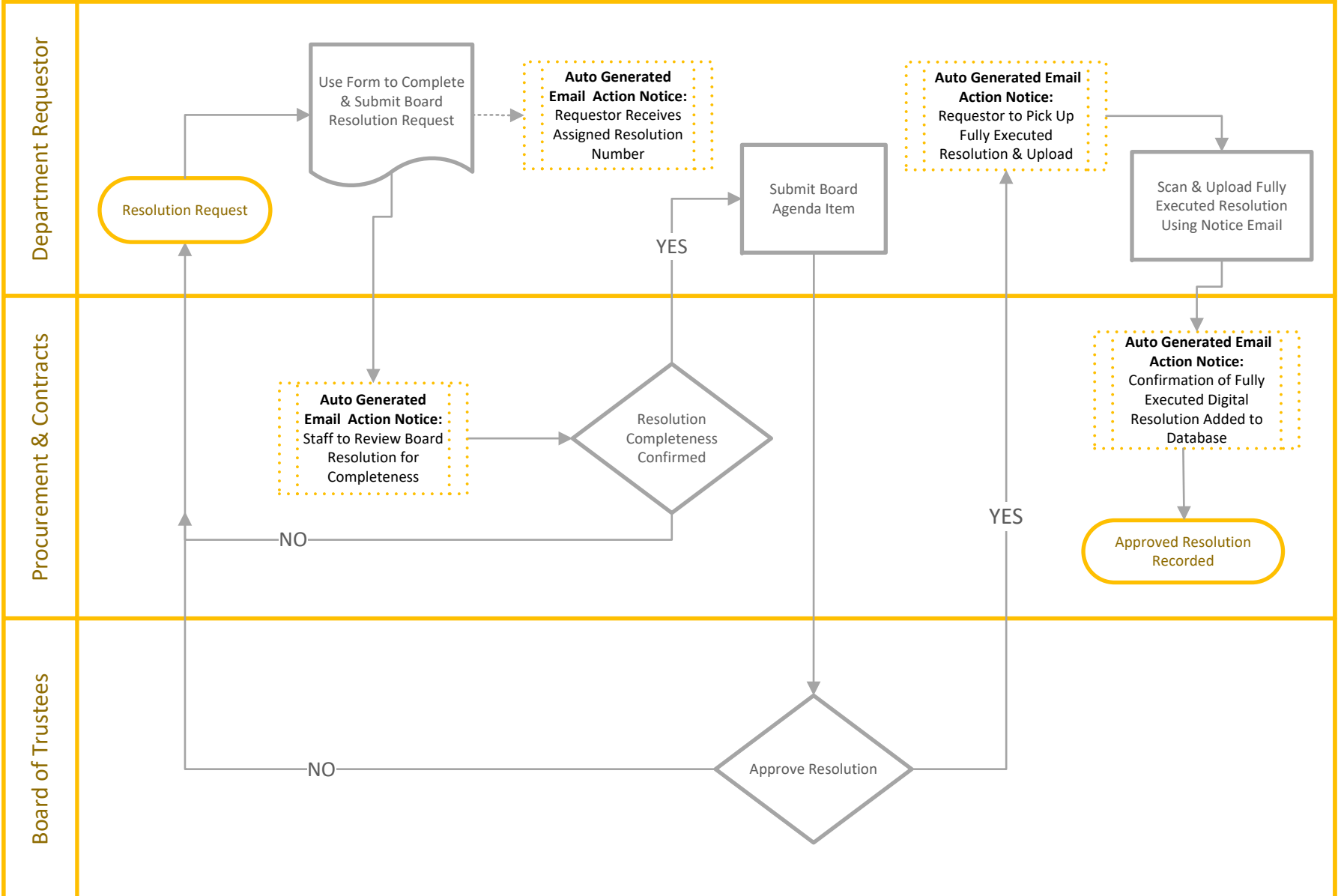
- Automobile Liability with Contractual Liability Coverage:** Contractor agrees to hold harmless and indemnify the District for any and all liabilities associated with the use of any automobiles in relation to tasks associated with this Agreement.  
\$1,000,000
- Professional Liability:** Professional Liability, as it appropriately relates to services rendered. Coverage may include medical malpractice and/or errors and omission. \$1,000,000
- Additional Insured:** San Joaquin Delta College, its officers, agents, and employees respectively shall be made Additional Insured to include ongoing operations, except for workers' compensation and professional liability, and insurance policy shall contain provisions that such policy may not be canceled or reduced except after thirty (30) days' written notice to the District. A certificate of insurance, or other form acceptable to the State of California evidencing the required coverage (including additional insured endorsement) *must be submitted before commencing work*. Contractor shall cause its lower-tier contractors at the job site to obtain and maintain insurance policies to protect San Joaquin Delta College in accordance with the above requirements. *Note: A separate endorsement must have the same policy number as your General Liability Certificate.*
- Garage Keepers:** The required limit for this coverage should be equal to a) the value of the maximum number of automobiles that may be in the Vendor's custody, or b) a certificate of insurance referencing coverage specific to District equipment, which covers the value of the District's equipment.
- Cyber Liability Insurance:** With limits, not less than \$1,000,000 per occurrence or claim and \$2,000,000 aggregate. For specialized services and/or contracts exceeding \$200,000, Cyber Liability requirements may be subject to \$2,000,000 per occurrence and \$4,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Supplier in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

# Board Resolution Process (Automated)

Administrative Services Division

Procurement & Contracts Process

[www.deltacollege.edu/purchasing](http://www.deltacollege.edu/purchasing) – Contracts Information



[Click to access Board Resolution Request Form](#)

May 2023

## 2024 Annual Thresholds

### Services & Goods\*

**\$114,500**

**REQUIREMENTS:**

Formal Procurement Engagement  
Procurement staff advertise solicitation  
Board of Trustee Approval

**\$25,001 - \$114,499**

**REQUIREMENTS:**

Informal Procurement  
Three (3) Vendor Quotes

**\$5,001 - \$25,000**

**REQUIREMENTS:**

Informal Procurement  
Two (2) Vendor Quotes

**\$0 - \$5,000**

**REQUIREMENTS:**

Informal Procurement  
Single (1) Vendor Quote

### Public Works/Facilities

**\$200,001**

**REQUIREMENTS:**

Formal Procurement Engagement  
Procurement staff advertise to all  
identified licensed contractors

**\$60,000 - \$200,000**

**REQUIREMENTS:**

Informal Procurement Engagement  
Procurement staff invite pre-qualified  
licensed contractors

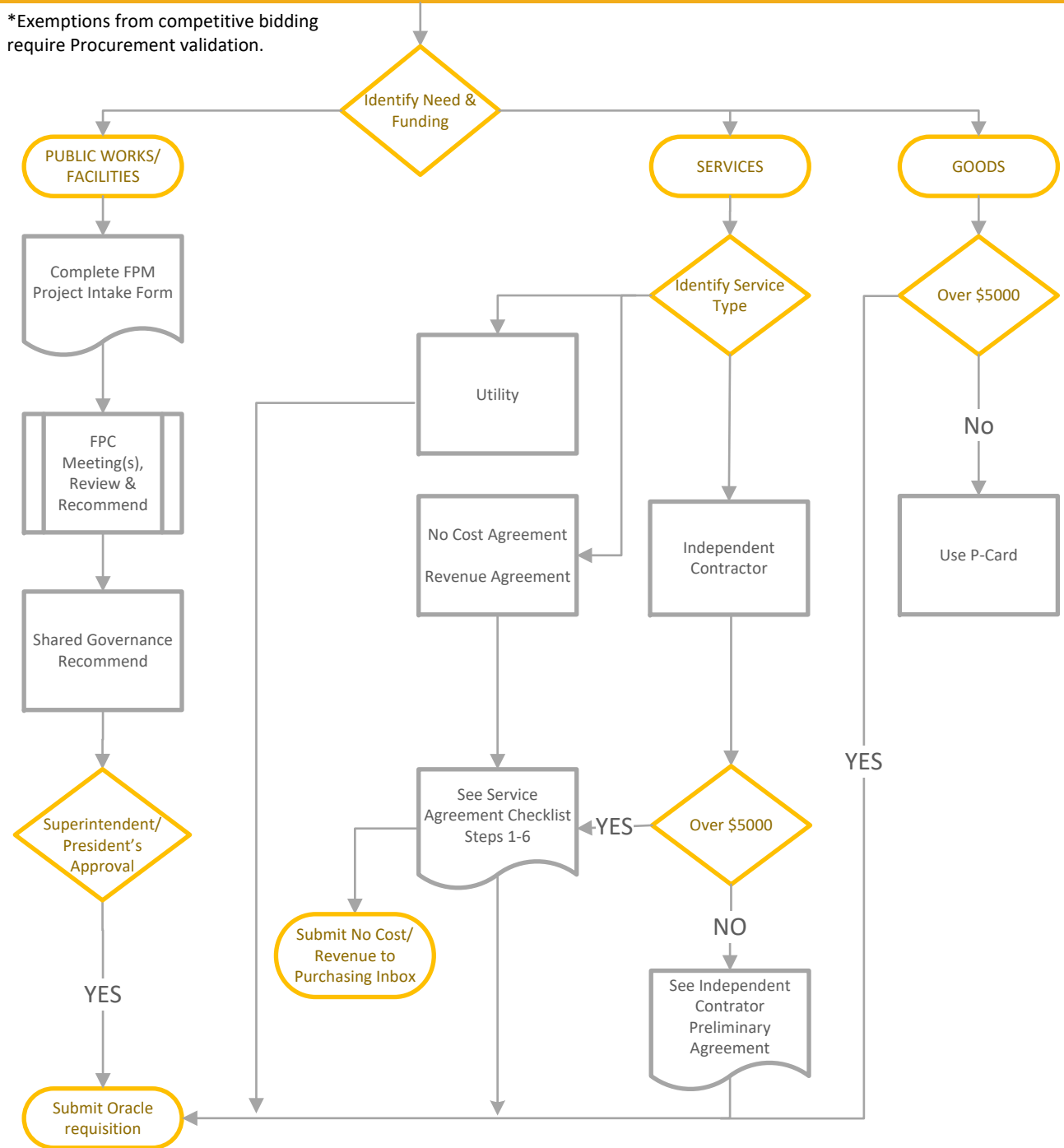
**\$0 - \$59,999**

**REQUIREMENTS:**

Single (1) Contractor Quote

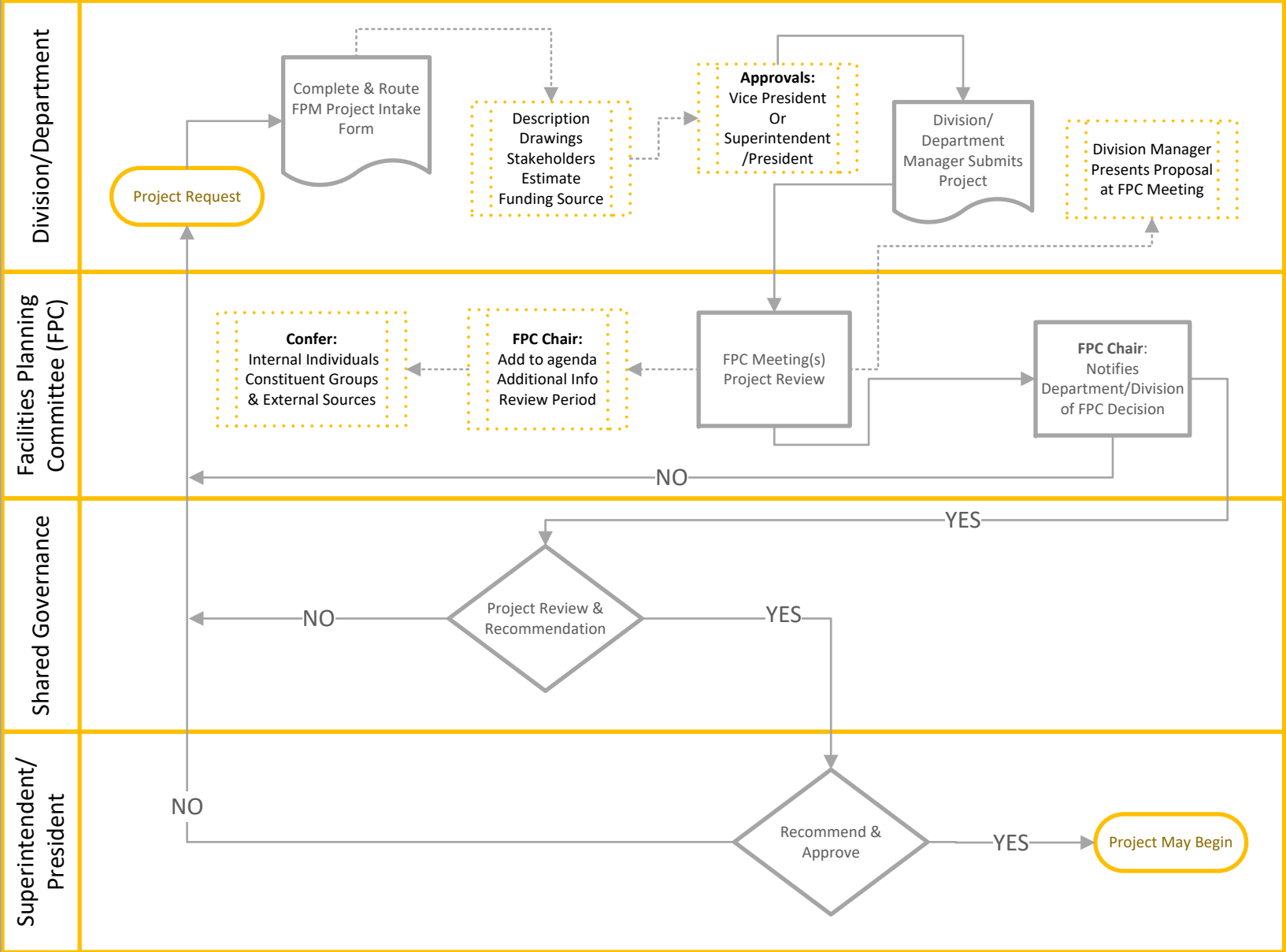
## Procurement & Contracts Decision Chart

\*Exemptions from competitive bidding  
require Procurement validation.



# Public Works/Facilities – Procurement & Contracts Decision Chart

Remodeling/Renovation (non-maintenance services) Projects Administrative Procedure 6350.01



REFERENCE: Education Code Sections 81800 et seq., Public Contract Code Sections 20650 et seq., 22000 et seq.

**2024 Annual Thresholds**  
Services & Goods\*  
**\$114,500**

REQUIREMENTS:  
Formal Procurement  
Engagement  
Procurement staff advertise solicitation  
Board of Trustee Approval

**\$25,001 - \$114,499**  
REQUIREMENTS:  
Informal Procurement  
Three (3) Vendor Quotes

**\$5,001 - \$25,000**  
REQUIREMENTS:  
Informal Procurement  
Two (2) Vendor Quotes

**\$0 - \$5,000**  
REQUIREMENTS:  
Informal Procurement  
Single (1) Vendor Quote

Public Works/Facilities  
**\$200,000**

REQUIREMENTS:  
Formal Procurement  
Engagement  
Procurement staff advertise to all identified licensed contractors

**\$60,000 - \$199,999**  
REQUIREMENTS:  
Informal Procurement  
Engagement  
Procurement staff invite pre-qualified licensed contractors

**\$0 - \$59,999**  
REQUIREMENTS:  
Single (1) Contractor Quote



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Jennifer Alford – M.A., CPPO, NIGP-CPP, Director of Procurement, Contracts & Auxiliary Services

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Glenn Aguon – Assistant Director, Procurement and Contracts

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Vacant (2) - Senior Procurement and Contracts Specialist

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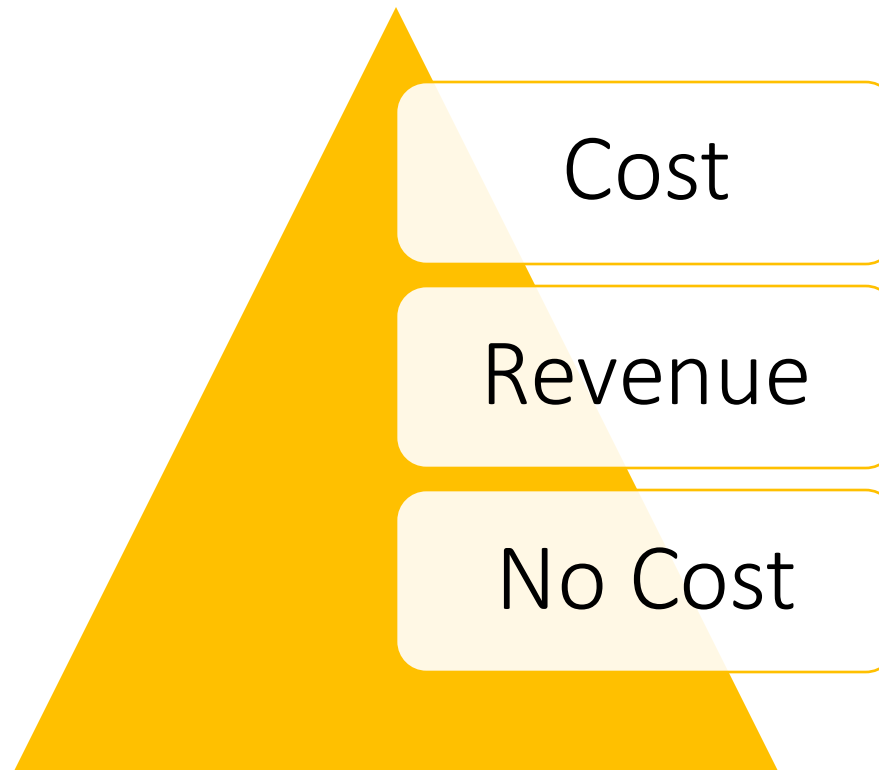
Kaleena Sysay – Procurement Specialist

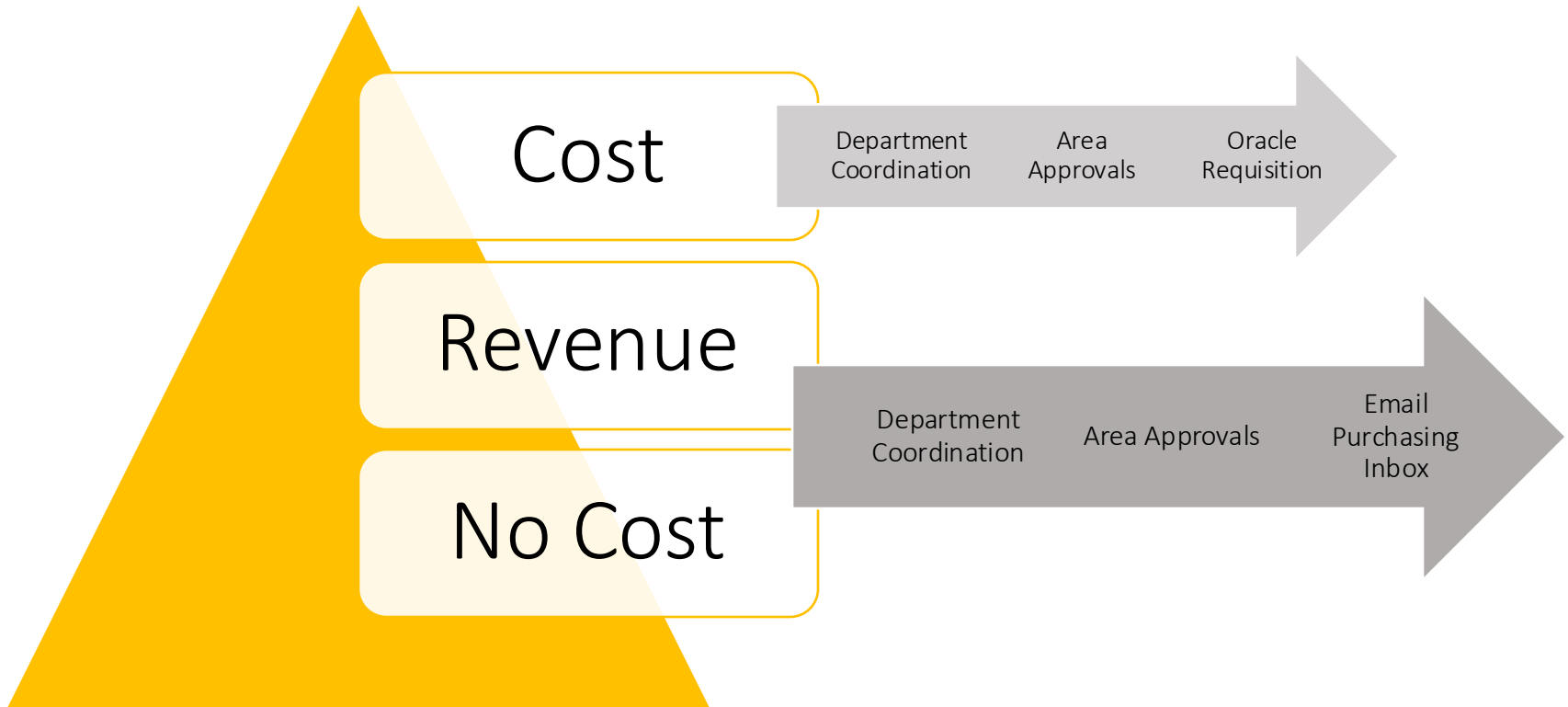
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Corinne Shackelfoot - Procurement Specialist

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# Navigating Process Steps

## Procurement Action

Identify Needs, Budget & Supplier

Select Contract Type & Understand Process Steps

Department Internal Process Approval by Contract Type with Documentation

Email Purchasing Inbox or Initiate Oracle Requisition

REVIEW: Procurement Administrative & Technical

Execute Agreement

PO Dispatch



# Department Coordination

Request

Service  
Agreement  
Checklist

- ASSUMPTIONS
  - Needs Identified
  - Quote Thresholds
  - BOT Satisfied
- REVIEW
  - Service Matrix
  - Service Agreement Checklist



# Department Routing

Department  
Internal Approval &  
Routing

- DocuSign
  - DON'T Lock Documents (single attachment)
  - DO Separate Attachments (SAC & Agreement)
  - DO Department Approvers Only for signature
  - DO Attach UNSIGNED Agreement to Procurement
    - Oracle – cost agreements
    - Email – no cost & revenue agreements

## QUICK SUCCESS TIPS

- Email Standards
- Naming Contracts