



Mt. San Jacinto Community College District Purchasing Thresholds – Revised 1/3/23

Administrative Procedure (AP) 6330 and Public Contract Code (PCC)

The procurement of supplies, equipment and services must be processed through the District’s Galaxy financial and purchasing system. The Vice President of Business Services has transferred authority to sign and approve procurement transactions. Only the following District employees are authorized to approve purchase orders, which financially obligates the District. These include the following authorized parties:

- Associate Dean of Support Services
- Director of Procurement and General Services and/or Purchasing Supervisor

District employees are NOT authorized to contact vendor directly to place orders without prior written authority from the Purchasing Department. All orders must go through the purchasing process and follow approved procedures.

Purchase Order Limits for goods and services (AP 6330)	
\$109,300 (2023) Bid Limit	Purchases higher than the current bid limit must be formally bid and require prior Board of Trustees approval <ul style="list-style-type: none"> ▪ PCC 20651(a) amount increase annually effective January 1st ▪ Includes purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district. ▪ Includes services that are non-construction ▪ Includes repairs, maintenance as defined in PCC Section 20565, and that are not public projects as defined in PCC Section 22002(c) ▪ Exceptions are piggyback, cooperative bid, professional services, instructional materials, textbooks
\$25,000 – Bid Limit	Requires a minimum of 3 written quotes*
\$3,000 - \$25,000	Requires verbal or written quotes from 2 or more vendors*
\$3,000 and less	Additional quotes may be required as deemed necessary by the Purchasing Agent, or if quote is expired.

*NOTE: Orders that fall below the formal bid limit amount are subject to review and approval by the Purchasing Agent and shall be made with as much competition as is practical and deemed necessary by the Purchasing Agent. (Per AP 6330)

Public Works Projects (AP 6345) – CUPCCAA per PCC 22032

Public Works projects are defined in Labor Code 1720, including but not limited to: repairs, alterations, renovations, improvements, demolition, construction, preconstruction and post construction, painting and repainting, installation of modular furniture and AV equipment.

The District has adopted California Uniform Public Construction Cost Accounting Act (CUPCCAA) – per Public Contract Code 22032. Contractors **must** be Pre-Qualified annually under CUPCCAA guidelines. Check with Purchasing for current vendor approval.

Public Works (CUPCCAA) Purchasing Thresholds	
\$1,000 or over	Require the contractor to pay current Prevailing Wage
\$1,000 - \$14,999	Retain quote from Contractors on prequalification list
\$15,000 - \$59,999	Retain 2 or more written quotes from Contractors on prequalification list. <ul style="list-style-type: none"> • Contractor and Subcontractors to be registered with DIR (SB 854) • District must submit a PWC-100 (project registration form) with the DIR within 5 days of award of contract. (SB 854) for new thresholds below effective 7/1/17 • \$25,000 for new construction, alteration, installation, demolition or repair • \$15,000 for maintenance • \$25,000 and over require Payment and Performance Bonds
\$60,000 - \$200,000	Informal bid required. <ul style="list-style-type: none"> • Must be on District bid forms • Bid bond required • Performance and Payment Bonds required • Advertisement required 10 calendar days prior to bid due date
Over \$200,000	Formal bidding process required.

Exemptions to the Competitive Bidding Threshold

The exemptions listed below require prior Board of Trustees approval in lieu of bidding process.

- State Cooperative Purchasing Program (CMAS) or Federal GSA or other multiple award contracts (subject to prior review and approval from Purchasing Agent)
- Piggyback bids (Other Public agency bids that include piggyback clause)
- Emergencies to avoid danger to life or property
- Purchase or Lease from another Public Agency
- Professional Services or advice
- Insurance Services
- Instructional Materials including textbooks
- Commodities purchased on a regular basis with varying prices such as fuel and computer memory
- Consumables (toner, ink, paper)
- Sole Source (requires Board prior approval)

Purchasing Contact

E-mail: purchasing@msjc.edu