

SUSD Districtwide Purchasing Guidelines
Revised February 1, 2022

Equipment, Materials or Supplies

- 1) Formal Bid Threshold for 2022 calendar year is \$99,100. PCC 20111
 - a) Purchases of more than \$99,100 require formal bidding.
- 2) Textbooks, instructional materials/curriculum, library books, educational films, audio-visual material, test materials, periodicals, and instructional computer software are an exception, and do not require bidding. PCC 20118.3
- 3) Piggyback is an acceptable alternative to formal bid. PCC 20118
- 4) Contracts for materials and supplies may not exceed 3 years. EC 17596
- 5) Contracts for work or services, or for apparatus or equipment may not exceed 5 years. EC 17596

Services and Maintenance (except Public Works)

Maintenance is recurring, and usual work for the preservation, protection and keeping of any District-owned or District-operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired. PCC 20656

- 1) Formal Bid Threshold for 2022 calendar year is \$99,100. PCC 20111
 - a) Services of more than \$99,100 require formal bidding.
- 2) RFP is an acceptable alternative. GC 4526
- 3) Professional or Specialized Services in financial, economic, accounting, engineering, legal, or administrative matters are an exception, and do not require bidding. GC 53060, GC 4526
- 4) Piggyback is not an alternative for services.
- 5) All consultant contracts shall be brought to the Board for approval. AR3600.
- 6) Contract term may not exceed 5 years. EC 17596

Public Works (CUPCCA) PCC 22001 – 22300, BP 3311.1(a)

Public Works is construction, alteration, demolition, installation, or repair work done under contract and paid in whole or in part out of public funds. It can include preconstruction and post-construction activities related to a public works project. LC 1720

- 1) Bid Thresholds:
 - a) \$200,000 and above PCC 22032
 - i) Formal competitive, sealed bid process. Includes formal advertising (once a week for two consecutive weeks in newspaper). PCC 22037
 - ii) Board awards or rejects all bids.
 - b) \$60,001 - \$199,999 PCC 22032
 - i) Informal competitive, sealed bid. All contractors included on the informal bidding list shall be given notice of all informal bid projects. Notice must go to appropriate Builders exchanges and trade journals. PCC 22034
 - c) Up to \$60,000 PCC 22032
 - i) There are no sealed bid requirements. May be performed by our own employees or by negotiated contract (i.e. solicit 3 estimates / quotes, work with established contractors, negotiate the price, issue a purchase order).
 - ii) Cannot split bids. It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding. PCC 22033, AR 3311
- 2) Prequalification PCC 20111.6, PCC 20919.20 (Facilities Only)
 - i) any public project using state bond funds or in the future and involving a project expenditure of \$1 million or more, and
 - ii) any lease-leaseback project regardless of the funding source and project expenditure.
 - iii) any job order contract awarded pursuant to Public Contract Code Section 20919.20
- 3) A payment bond and performance bond is required for all public works contracts \$25,000+ PCC 7103

All contractors and subcontracts must be registered with the DIR. PWC100 must be filed for all contracts over \$25,000 for Public Works and \$15,000 for Maintenance. SB 854 & SB 96

SUSD Additional Guidelines

- 1) Services require a contract and a PO before the services start.
- 2) All vendors contracting with the District must provide Proof of Liability insurance.
- 3) Goods purchases above \$25,000 must request quotes from 3 vendors.

Resolution No. 21-06 Delegation of Power for Signing Contracts Effective July 28, 2021

John Ramirez, Jr., Superintendent
Marcus Battle, Chief Business Official
Dr. Francine Baird, Interim Assistant Superintendent, Student Support Services
Roxanna Villasenor, Assistant Superintendent, Educational Services
Armando Orozco, Director of Facilities