Title: **PROCUREMENT OF SUPPLIES EQUIPMENT AND SERVICES**	**Number:** **AP 8.06**
Legal Authority: **Title 5 Section 5507, California Education Code Sections 70902, 72530, 72533, 81551 et seq.,, 81641 et seq., and 72530 et seq., California Government Code Sections 4525 et seq. 4529.10-4529.20, 63050, and12900 et seq., and California Public Contract Code Sections 1102, 20650 et seq., 22000 et seq., 22050**	

The Chancellor directs that the following regulations apply to contracts for any and all Procurements, regardless of funding source, at City College of San Francisco, identified as "San Francisco Community College District" in all contracts:

I. The Chancellor shall have the authority to issue operating procedures and authorize standard forms for the implementation of this regulation within the limits established in the Education Code and/or other laws pertaining to the taking of bids and issuance of contracts.

II. This regulation uses the following terms as defined below:

A. ***Construction:*** A project that includes all the work needed to produce a complete and usable facility, or to remodel an inadequate or damaged facility. Construction includes excavation, building, remodeling, installations, related infrastructure, landscaping, etc.

B. ***Goods:*** Any tangible product. Goods include, but are not limited to "off-the shelf" computer software and utilities, books, supplies, equipment, etc.

C. ***Invitation for Bids (IFB):*** A formal bid solicitation is issued when goods or services desired above a specific high dollar amount, separate from the CUPCCAA Formal Bid process. An IFB is well-defined and selection is based on the lowest responsible bidder. A sealed response is required.

D. ***Maintenance:*** Routine, recurring, and usual work for the preservation or protection and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired. "Maintenance" also expressly includes minor repainting, resurfacing of streets at less than one inch, landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems. Furthermore, "Maintenance" also includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed consistent with the definition set forth above to preserve the facility in a safe, efficient, and continually

usable condition for which it was intended, including repairs, cleaning, and other operations on machinery and other equipment permanently attached to the building or realty as fixtures. This definition does not include, among other types of work, janitorial or custodial services and protection of the sort provided by guards or other security forces. Further, this definition does not include painting, repainting, or decorating other than touchup original condition. It is construction if the work results in a new configuration.

E. ***Public Project (also Public Works):*** Construction, reconstruction, erection, alteration, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility. "Public Project" includes painting or repainting of any publicly owned, leased, or operated facility. "Public Project" does not include "Maintenance" work, as defined below pursuant to Public Contract Code sections 22002 (d) and 20656.

F. ***Request for Proposal (RFP):*** A formal RFP solicitation is issued when goods or services desired are high dollar amount, complex, and not wholly defined**.** The District shall publish the RFP solicitation at least once a week for two weeks in some newspaper of general circulation published in the District. Selection is based on established criteria; price is not the only criteria. A sealed response is required.

G. ***Request for Qualification (RFQ****):* A formal RFQ solicitation is issued when professional services desired are high dollar amount, complex, and not wholly defined. Selection is based on established criteria, not price. A sealed response is required.

H. ***Services:*** Any deliverable resulting from labor performed specifically for the District. The service may result from the application of physical or intellectual skills. Services include, but are not limited to consulting, printing, data processing, custom software design or coding, etc.

1. ***Construction and Maintenance Services****:* Services related to a construction or maintenance project are covered by CUPCCAA.

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2. AP 8.06B CUPCCAA policy shall be void

I. ***Solicitation for Quotation (SFQ):*** An SFQ is used in an informal bid process, separate from the CUPCCAA Informal Bid process, for the purchase of lower dollar, well-defined goods or services. An SFQ is typically a one-page form sent to the vendor.

III. Business Processes and Contract Types

A. ***Delegation of Authority to Enter Into and Amend Contracts:*** When transactions do not exceed dollar limits established below, the Chancellor may:

1. Contract for goods, services, equipment and rental of facilities as authorized by statutes in conformance with any specified limitations or requirements.

2. Amend the terms and conditions of any contractual arrangement provided the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable state or federal law, district policies, district regulations, and college budget allocations.

3. Agree to binding arbitration if the Chancellor should determine it is an appropriate business decision to do so in order to reconcile an outstanding issue.

B. Contracts or contract amendments exceeding the current contract bid threshold or 10% of the original contract amount require prior Board of Trustees authorization before they can be executed by the Chancellor.

1. ***Bid Threshold for Services Other than Construction or Maintenance, Equipment, Materials, and Supplies:*** Greater than $60,000 over a three year period.

2. ***Bid Thresholds for Construction or Maintenance Services:*** The District has adopted the California Uniform Public Construction Cost Accounting Act, Public Contract Code section 22030 et seq. (“CUPCCAA”)

for construction and maintenance services. Accordingly, the Informal Bid Threshold for Public Projects, Construction Services, Repairs and Maintenance is $60,000 and the Formal Bid Threshold for Public Projects, Construction Services, Repairs and Maintenance is $200,000.

3. In cases of emergency, as determined by the Board of Trustees, including, but not limited to, states of emergency defined in California Government Code Section 8558 and Public Contract Code Section 1102, when repair or replacements are necessary to permit the continued conduct of existing college classes or the operation of services of the District or to avoid danger to life or property, upon unanimous vote of the Board of Trustees and approval of the county superintendent of schools, the District may proceed at once to replace or repair any public facility without adopting plans specifications, strain sheets, work details, or giving notice for bids to award contracts, except for public projects which only require four-fifths vote of the Board. The Board shall review the emergency action at its next regularly scheduled meeting and at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action. In the event that the Chancellor is not available at the time of the emergency, the acting Chancellor will have authority. The declaration of a public emergency by the acting Chancellor is subject to confirmation by the Board of Trustees at its next meeting.

C. ***Unauthorized or After the Fact Purchases****:* No other employee is authorized to enter into and amend contracts or to make an inappropriate attempt to commit district financial resources. Employees who do so are personally subject to the liability for payment and/or disciplinary action up to and including dismissal. (Education Code Sections 81655, 81656).

D. ***Goods and Services***: Contracts at the current contract bid threshold or less may be processed using an Independent Contractor/Consultant Services (Short Form) Contract without requiring prior Board of Trustees approval.

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E. ***Contract Types:*** Contracts are classified as continuing contracts, personnel services, lease/rentals, repairs/maintenance, and construction. District regulations for fulfilling these requirements are summarized in Table AP-8.06A, Business Processes and Contract Types below:

1. ***Continuing contracts*** for work to be done, services to be performed, or for apparatus or equipment to be furnished, sold, built, installed, or repaired, or for materials or supplies to be furnished or sold to the District with an accepted vendor is limited by Education Code Section 81644 as follows:

   a. For work, services, apparatus or equipment: not to exceed five (5) years.

   b. For materials or supplies: not to exceed three (3) years.

2. ***Term Purchase Agreements***: Purchasing may establish Term Purchase Agreements for supplies and/or services as long as individual orders made on the Agreement are under the bidding threshold dollar amount and the total amount of orders does not exceed the formal bid threshold dollar amount in a fiscal year.

3. ***Special / Professional Services:*** Pursuant to Government Code Section 4525 et seq., Professional Services include private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms and are procured by issuing an RFQ and, if elected, an RFP. (see section II.F and G). Pursuant to Government Code Section 65030, Special Services are defined as services and advice in financial, economic, accounting, engineering, legal, or administrative matters performed by persons are specially trained and experienced and competent to perform the special services required and are procured by issuing an RFP (see section II.F), except when services expected to be sixty days or less in duration or $25,000 or less.

4. ***Lease-Purchase Contracts for Equipment or Service Systems****:*

a. The District is required by statute to comply with all applicable bid and contract provisions specified in Article 3 of the Education Code (beginning with Section 81641) and by Section 20651 of the Public Contract Code (Education Code Section 81551) prior to entering into an agreement.

b. Each lease or lease-purchase agreement shall show the total price for an outright purchase of any item and its total cost for the entire specified term of the contract. (Education Code Section 81551).

c. Each lease or lease-purchase agreement shall not exceed useful life or 10 years, including renewals. Rates in renewable options shall not exceed seven percent (7%) annually above rate sent in the agreement.

5. ***Income Generating:*** Income generating contracts may be issued when the District provides services or when the district acts as lessor other than for Civic Center Act permit activities (see AP 7.17). The District is authorized to lease, or lease with option to purchase, any land, buildings, or equipment it determines is not needed for school purposes for a term up to the end of the expected non-use and under any conditions it deems reasonable. Such leases and leases with options to purchase to nonpublic agencies or individuals shall comply with the provisions of Education Code Sections 81450, 81452-81454, and 81553, including all notice provisions contained therein.

6. ***Repairs /Maintenance:*** The Chancellor is responsible for any contracts relating to the maintenance, repair, minor alterations and improvements of District grounds, buildings, facilities, and similar work.

7. ***Construction and/or Improvement of Grounds (Public Works Contracts):***

a. Prevailing wage requirements apply to Public Works projects over $1,000. DIR registration of contractors and submission of PWC-100

form to DIR within thirty (30) days after award of contract or before work commences, whichever is sooner, is required for contracts exceeding $25,000 for new construction, alteration, installation, demolition or repair or $15,000 for maintenance.

b. ***Public Works Bonds:***

i. Bid Bond is required when project cost is fifteen thousand ($15,000) or more. The value of the Bid Bond is ten percent (10%) of the total bid price, and submitted with the bid form.

ii. Performance and Payment Bonds are required from the successful (lowest) bidder after the award of contract where the contract exceeds twenty-five thousand dollars ($25,000). Performance and Payment Bonds shall be issued for no less than one hundred percent (100%) of the contract price by a surety satisfactory to the District and in a form prescribed by the District in which expenditures exceed $25,000.

c. ***Acceptance of Completion for Material and Labor Contract:*** When the entire work has been completed, as provided for in the contract and any addendums to the contract, the Chancellor shall submit a recommendation for Board acceptance of the work and closing (completion) of the contract. After acceptance, a Notice of Completion of Contract shall be filed with the County Recorder.

IV. ***General Requirements:*** The following information identifies some, but not all, general statutory requirements applicable to public agency contracting and procurement:

A. Employees of the District, members of the Board of Trustees, and members of citizens' oversight committees shall not have an interest in any contract, including individual employment agreement, as disclosed in the California Fair

Political Practices Commission (FPPC) Form 700 (Education Code Section 72533).

B. In addition, state statute prohibits offering of any valuable thing to any member of the governing board of any community college district, with the intent to influence his or her action in regard to the making of any contract to which the board of which he or she is a member is a party, or the acceptance of any member of the governing board of any valuable thing, with corrupt intent, is a misdemeanor (Education Code Section 72530(a)).

C. A contract obtained by incorrect means is void and unenforceable (Education Code Section 72530(b)).

D. The District cannot be legally bound to any contract unless and until that contract is authorized by the Board of Trustees. All routine transactions shall be reviewed by the governing board within sixty (60) days (Education Code Sections 81655 and 81656).

E. All emergency contracts are required to be presented to the Board of Trustees for ratification at its next meeting (Public Contract Code Section 22050).

F. Any employee who signs a contract in violation of law or in violation of his or her authority is subject to disciplinary action.

G. In the event of malfeasance in office, the community college district officer or employee invested by the governing board with the power to contract shall be personally liable for any and all moneys of the district paid out as a result of the malfeasance (Education Code Sections 81655 and 81656).

H. ***Adjustments to Contract Amounts:*** The California Community Colleges Board of Governors may make adjustments to the public project contract amounts shown in Table AR-8.06A, Contract Types and District Business Processes, below. Any such adjustment shall be effective beginning with the calendar year that commences not less than sixty (60) calendar days

following the Board of Governors notification to the District and posted in this regulation.

I. ***Approved Vendor List***: The District shall ensure an approved vendor list is maintained and ensure that bids are solicited from minority-owned business enterprises, women-owned business enterprises, small local business and disabled veterans business enterprises. No vendor can be placed on the approved vendor list until the following are submitted:

1. Complete Vendor Identification including name, address, email, fax, and phone number.
2. Statement of qualifications, including type of work vendors is interested in performing, type of work vendor is licensed to perform.
3. A copy of the vendor's business license, which includes the current class and number.
4. A completed W-9 form, that includes a tax payer identification number as required by the Internal Revenue Services (IRS).
5. Any additional special requirements.

J. ***Contractual Elements and Requirements***

1. In appropriate budget-line for the contract along with adequate funding to encumber the contract must be developed before a contract is submitted for processing. Adequate funding includes both an "unencumbered balance" in the line item and sufficient cash reserves in the fund to pay subsequent invoices within thirty days of receipt. The Chancellor shall notify all managers of the college if insufficient cash is available to pay invoices. When inadequate funding exists to encumber the entire cost of the contract, it is permitted to submit a partially encumbered contract which amount shall have a specified limited "work authorization" scope of work and dollar amount. Such contracts shall contain language that

completion of the contract is subject to a determination by the district to issue subsequent "work authorizations".

2. Price for an item can be stated in terms of price/hour for a particular job classification.

3. Once a contract is signed by all parties, the document constitutes a legal and binding agreement. Any changes to the contract shall be made in writing as contract addendum signed by both parties.

4. ***Non-Discrimination Certification:*** Any contractor performing work or performing services for the District must certify that:

   a. There is no discrimination in the contractor's hiring or employment practices because of sex, race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, or sexual orientation, except as provided for in Government Code Section 12940.

   b. All contractors must agree to comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment Housing Action beginning with California Government Code Section 12900.

   c. In addition, the contractor must agree to require compliance by all of its subcontractors.

5. ***Payment of Prevailing Wages:*** Contractors are required to certify compliance with Labor Code, Division 2, Part 7, Chapter 1, Articles 1 and 2 governing payment of prevailing wages.

6. ***Employment of Apprentices:*** When working for the District, contractors and their subcontractors who employ workers in any craft or trade apprentices, and who refer apprentices to the District for enrollment, are subject to the provisions of Labor Code Sections 1776, 1777.5 and

1777.6, the California Apprenticeship Law, California Plan in Apprenticeship, and the Equal Employment Opportunity Action Plan adopted by the Board of Trustees.

7. ***Discriminatory Trusts and Restraints of Trade:*** Contractors are required to abide by California Business and Professions Code Sections 16721 and 16721.5 pertaining to unlawful discrimination in commercial transactions and unlawful restraints of trade.

V. ***Competitive Bidding:*** Contracts are subject to the bid limits found in Public Contract Code Section 20651, or where applicable, Public Contract Code Sections 2200 et seq. ("CUPCCAA"). Specific transactions may have additional statutory requirements. Table AR-8.06A, Contract Limits and Requirements, below, summarizes statutory requirements and identifies the corresponding District process.

A. ***Bid Threshold Limit:*** Except when CUPCCAA applies, the amount shall be over $60,000:

1. Purchase of equipment, materials, or supplies to be furnished, sold, or leased to the District.

2. Services, except construction services.

3. Repairs, including maintenance as defined in Public Contract Code 20656, that are not a public project as defined in Public Contract Code 22002.

B. ***Bid and Contract Forms:*** The District shall ensure that bid and contract forms are prepared for the District. In addition, the Dean shall ensure that a file of all completed forms is maintained and that all applicable statutory provisions, Board Policies, and Administrative Procedures are observed in the preparation of the forms.

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C. ***Bid Specifications***: The District shall ensure that bid specifications are sufficiently broad to encourage and promote open competitive bidding.

D. ***Advertisement for Bids:*** The District shall ensure that bids are advertised when required by the provisions of Education Code Section 81641 and other applicable statutes.

E. ***Bid Security:*** When required or appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee the bidder will enter into contract and furnish the required contract bonds. Within sixty (60) days from the time that the award of contract is made, any certified or cashier's check or bid bond received shall be returned to the respective bidder.

F. ***Distribution and Examination of Bid Documents:*** The Chancellor:

1. Shall ensure "bid forms" along with applicable sets of specifications and drawings are made available to prospective bidders.

2. Shall provide a convenient place for bidders, subcontractors, and material personnel use to examine specifications and drawings.

3. May require a deposit for sets of plans and specifications and may refund the deposit when the documents are returned.

4. May schedule a bidder's conference and/or job site walk through to clarify specifications.

G. **Receipt of Bids**

1. The District shall receive the bids and ensure bids are opened and read aloud in public at the time and place specified in the bid, shall check the bids for regularity and compliance with legal requirements, and record them.

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2. ***Receipt of Bids:*** Bids may be submitted by way of electronic transmission, in the exact matter described in the bid documents, no later than the bid deadline.

H. **Responsive Bids:**

1. An award shall be made to the lowest responsive bidder who meets District specifications and requirements in conformance with the law.

2. Failure to provide required documentation shall cause any bid to be deemed incomplete and/or nonresponsive.

I. ***Rejection of Bids:*** Any and all bids may be rejected by the District.

J. ***Contract Splitting:*** California Public Contract Code Sections 20657 and 22033 prohibit splitting or separating "into smaller work orders or projects any work, project, service, or purchase" into smaller work orders, contract, or purchase for the purpose of avoiding competitive bidding. A project may, however, be split into several trade-oriented contracts in order to keep project costs low. In such instance, the competitive bidding requirement must be met by going to bid for each of the various trade categories.

Example: Equipment can be purchased from one vendor and a contract can be issued to another vendor for the equipment's installation. If the total cost is above the current annual contract bid threshold, the project must be competitively bid. (Public Contract Code Sections 20116, 20118, 20652, and 20657).

K. ***Prequalification of Bidders:*** As allowed by Public Contract Code Sections 20101 and 20651.5, prospective bidders for a contract of a particular type and/or having an estimated cost to the District (either individually, or in the aggregate during the twelve (12) month period of prequalification provided below in excess of $1,000,000.00, may be required by the District to furnish

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sufficient proof of public works experience and financial ability by completing a standard form questionnaire and financial information.

1. Applicants for prequalification shall provide answers to questions using a District standard form of questionnaire and financial statement that is based on the prequalification forms (either the long form or short form, as deemed appropriate). When completed, the questionnaire and financial information shall be verified.

2. Applicant responses to the District's standard questionnaire shall be evaluated and selected applicants will be prequalified according to a uniform system of scoring that is based on the form of scoring sheet.

3. Except as otherwise provided by applicable laws, the questionnaires and financial information are not public records and shall not be open to public inspection.

4. A determination by the District prequalifying an applicant shall not be construed a representation on the part of the District that any bids or proposals will be invited or solicited from an applicant or that a contract will be advertised, offered, bid or awarded only to prequalified applicants.

5. A determination that an applicant is prequalified shall, unless otherwise cancelled, revoked, or limited by the District, remain valid for a period of twelve (12) months after the date that the applicant was prequalified. At that point in time, the District may either allow the prequalification status of the applicant to expire of its own force or the District may, at its discretion and based on submission of updated or new information by the applicant, either renew the applicant's prequalification status for another twelve (12) months or conduct a new prequalification process.

6. Applicants wishing to dispute the results of a prequalification determination by the District shall be entitled, prior to the closing time for receipt of bids for the contract for which they have been prequalified (or,

in the case of prequalification for a classification of contracts, prior to the closing time for receipt of bids for the first contract bid by District within such classification) to a process of appeal before a committee appointed by the President of the Board of Trustees.

L. ***Alternate Procedure – Contract with Certified Small Business or Disabled Veteran Business Enterprise***: Additionally, the governing board may award a contract for the acquisition of goods, services or information technology that has an estimated value of greater than five thousand dollars ($5,000), but less than two hundred fifty thousand dollars ($250,000), to a certified small business, including a microbusiness, or to a disabled veteran business enterprise, if the District obtains price quotations from two or more certified small businesses, including microbusinesses or from two or more disabled veteran business enterprises, as set forth in Public Contract Code Section 20651.2.

M. ***Best Value Selection*****:** For the purposes of bid evaluation and selection pursuant to subdivision (a) of Section 20651, the District may provide the selection of the lowest responsible bidder on the basis of Best Value pursuant to policies and procedures adopted by the governing board, when the District determines it can expect long-term savings through the use of a life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs. “Best Value” means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the governing board, achieved through methods in accordance with Public Contract Code Section 20651.7 and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.

N. ***Sole Source***: Sole source/brand (single source) purchasing is an exception to the normal procurement function and requires detailed justification. In reviewing such requests. The District adheres to and is governed by the principles set forth in Public Contract Code Section 3400, and by the Board

of Trustees. Sole sources are rare, and may be appropriate for required purchase of software as part of a grant sub-award, OEM replacement parts to maintain a warranty, or restoration done by an original artist. Purchasing's decision regarding a sole source determination is final.

Each request for a sole source determination must be submitted on the Sole Source Form, along with documentation to support it. The following factors ARE NOT reasons for a sole source determination:

1. Personal preference for product, brand, or vendor,
2. Vendor performance, or local service,
3. Features that exceed the minimum specifications, or explanation for the actual need and/or basic use for the equipment.

VI. ***Facilities Contracts:*** The Chancellor may initiate draft language for facilities capital outlay contracts, but not execute. No vendor may be authorized to do any work until the contract is executed by the Chancellor.

A. ***Public Works Contractor Registration Requirements:*** Every contractor or subcontractor bidding on or performing work a public works project must register with the Department of Industrial Relations. More information is available: http://www.dir.ca.gov/Public-Works/PublicWorks.html.

1. All District bid invitations and public work contracts must include notice of the registration requirements.
2. Subject to the small contract exception (project does not exceed $25,000 for new construction, alteration, installation, demolition or repair or $15,000 for maintenance), the District may only award contracts to contractors and subcontractors registered with the Department of Industrial Relations. The District may cancel any contract for public work that does not use registered contractors or subcontractors.

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B. ***California Uniform Public Construction Cost Accounting Act (CUPCCAA)*:** The District has adopted CUPCCAA, which allows community college districts to raise bid thresholds for Public Works and Maintenance projects.

1. ***Qualified Contractors List***: Annually, Purchasing shall establish a new list or update its existing list of qualified contractors as follows.

   a. A written notice shall be published in all construction journals specified by the CUPCCAA Commission as well as any other locations that Purchasing deems appropriate.

   b. The District's publication shall invite all licensed contractors to submit their qualifications to Purchasing.

   c. Purchasing will review contractors that meet predetermined State and District acceptance criteria for inclusion on the list of qualified contractors for each calendar year.

   d. The list of contractors will be identified according to the categories of work.

   e. Contractors may at any time during a calendar year request to be added to the following year's list of prequalified contractors by completing the District's Online Application for Qualification.

2. For all jobs less than sixty-thousand dollars ($60,000), the District may utilize the following procedures:

   a. Facilities Office will have the discretion to select from the list of qualified contractors, any contractor they deem to be in the best interest of the District and to have a written quote submitted from them.

   b. Upon selection of the contractor as well as the submission of their quote, the Facilities Office will have the contractor sign the "Agreement for Projects."

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c. Facilities will then submit to Purchasing a requisition with the prequalified contractors quote, Payment and Performance bonds for jobs $25,000 or more or if required, the signed “Agreement for Projects,” and insurance certificates and endorsements.

d. Purchasing will then process the requisition into a purchase order and return a copy of that purchase order with a copy of the fully executed “Agreement for Projects.” to the contractor.

e. Receipt by the contractor of the purchase order and the fully executed “Agreement for Projects” will be considered an authorization to proceed, contingent upon direction by the Facilities Office.

3. For all jobs less than two hundred thousand dollars ($200,000), the District may utilize the following Informal Bidding procedures:

a. Facilities will complete the Capital Funding Request Form and gather all plans and specifications for submission to Purchasing. All projects will be assigned a “Job #” that is unique to that project.

b. Purchasing will issue a notice to all qualified contractors within the applicable trades inviting them to provide bids by the specified date and time.

c. The lowest responsive bid shall be awarded the job by the District.

d. Upon award, the contractor will be required to execute the Agreement and submit insurance certificates and endorsements.

e. If the job is for $25,000 or more or required by the District, the contractor will be required to submit Payment and Performance Bonds.

f. Once all required documents have been received, Purchasing shall return to the contractor a fully executed copy of the Agreement along with the Purchase Order.

g. Receipt by the contractor of the purchase order and the fully executed Agreement will be considered the Notice to Proceed, contingent upon direction by the Facilities Office.

4. For all jobs greater than two-hundred thousand dollars ($200,000), the District shall use the Formal Bidding Procedures as specified in Public Contract Code Section 22037.

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TABLE AR-8.06A
CONTRACT TYPES AND DISTRICT BUSINESS PROCESS

	ACCOUNT CODES	AMOUNT		
		$0 TO $3,000	Greater than $3,000 TO $60,000	Greater than $60,000
Supplies, Materials and Equipment	4000-4999 6410-6454	• No Requisition • FOAPAL & Signed Invoice • Submit to A/P to process directly	• Requisition • 3 SFQs; or ITB, RFP or bids from vendors on a pre-qualified list; or "Piggyback" on a competitively bid contract. • Board Notification • Issued PO	• Requisition • Formal Bid; or "Piggyback" on a competitively bid contract. • If Formal Bid, publish advertisement in a local newspaper and post on the CCSF website for a min. two weeks • Board Pre-Approval • Issued PO

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Legal Authority: **Title 5 Section 5507, California Education Code Sections 70902, 72530, 72533, 81551 et seq.,, 81641 et seq., and 72530 et seq., California Government Code Sections 4525 et seq. 4529.10-4529.20, 63050, and12900 et seq., and California Public Contract Code Sections 1102, 20650 et seq., 22000 et seq., 22050**	

	ACCOUNT CODES	**AMOUNT**		
		$0 TO $3,000	Greater than $3,000 - $60,000	Greater than $60,000
Services, except for CUPCCAA	5100-5199, 5560-5633, 5650-5056, 5722-5805, 5912-13	• No Requisition • FOAPAL & Signed Invoice • Submit to A/P to process directly	• Requisition • Contract for services • Board Ratification • 3 SFQs; or ITB, RFP or bids from vendors on a pre-qualified list; or "Piggyback" on-a UC or CSU competitively bid contract or CMAS contract or JPA contract. • Review by Legal Counsel if not using standard CCSF contract • Issued PO	• Requisition • Formal Bid, RFQ or RFP, or "Piggyback" on a UC or CSU competitively bid contract, CMAS contract, or JPA contract. • If Bid or Proposals, publish advertisement in a local newspaper and post on the CCSF website for a min. two weeks • Review by Legal Counsel • Board Pre-Approval • Issued PO

Title: **PROCUREMENT OF SUPPLIES EQUIPMENT AND SERVICES**	**Number:** **AP 8.06**
Legal Authority: **Title 5 Section 5507, California Education Code Sections 70902, 72530, 72533, 81551 et seq.,, 81641 et seq., and 72530 et seq., California Government Code Sections 4525 et seq. 4529.10-4529.20, 63050, and12900 et seq., and California Public Contract Code Sections 1102, 20650 et seq., 22000 et seq., 22050**	

	ACCOUNT CODES	**AMOUNT**		
		$0 TO $3,000	Greater than $3,000 - $60,000	Greater than $60,000
Income Generating	8000-8999		• Award letter or Facilities Use Application • Board Resolution • Minutes • Review by Legal Counsel, and Risk Management • Must follow applicable Notice requirements and other applicable requirements of Education Code sections 81450, 81452-81454	• Award letter or Facilities Use Application • Board Resolution • Review by Legal Counsel, and Risk Management • Resolution • Minutes • Must follow applicable Notice requirements and other applicable requirements of Education Code sections 81450, 81452-81454

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	ACCOUNT CODES	**AMOUNT**			
		$0 to $25,000	Greater than $25,000 to $60,000	Greater than $60,000 to $200,000	Greater than $200,000
Construction and/or Improvement of Buildings and/or Grounds (Public Works) And Maintenance[3]	6100-6299 5640, 5657, 5658	• Requisition • Quote from prequalified contractor • • Board Notification[2] • Maintenance contracts over $15,000 must submit PWC-100 form before work commences • DIR registered contractors required • Issued PO	• Requisition • Review by Legal Counsel • Board Notification[2] • Must submit PWC-100 form before work commences • DIR registered contractors required. • Payment and performance bonds required for Public Works • Issued PO	• Requisition • Review by Legal Counsel • Informal Bidding process, includes notice to all qualified contractors within the applicable trades 10 days before bid opening • Board Notification[2] • Payment and performance bonds required for Public Works • Submit PWC-100 form before work commences • DIR registered contractors required • Issued PO	• Requisition • Review by Legal Counsel and Risk Management • Formal Bidding process, includes • publishing advertisement in a local newspaper 14 days before bid opening, sending notice to trade journals 15 days before bid opening and posting on the CCSF website for a min. 2 weeks • Board Pre-Approval • Payment and performance bonds required for Public Works • Submit PWC-100 form before work commences • DIR registered contractors required • Issued PO

Title: **PROCUREMENT OF SUPPLIES EQUIPMENT AND SERVICES**	**Number:** **AP 8.06**
Legal Authority: **Title 5 Section 5507, California Education Code Sections 70902, 72530, 72533, 81551 et seq.,, 81641 et seq., and 72530 et seq., California Government Code Sections 4525 et seq. 4529.10-4529.20, 63050, and12900 et seq., and California Public Contract Code Sections 1102, 20650 et seq., 22000 et seq., 22050**	

Note: *1. N/A.*
2. CCSF's Board shall receive a list of issue POs from the Purchasing Department each month.
3. All maintenance, services and public works require current contractors license for specific trade.
4. POs and contracts where vendor sets foot on CCSF property and/or could have access to CCSF's data require proof of insurance coverage and a W-9 form.
5. Any federally-funded contract or PO over $10,000 must have EPLS check for disbarred vendors as per Federal OMB Circular A-110, Executive Order 12549 and 12689.