



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

## **PURCHASING PROCEDURES AND CONTRACT REQUIREMENTS**

*The following is a brief synopsis of the District's purchasing policies and procedures in compliance with the Education Code, Public Contract Code, and Civil Code. Compliance with these procedures will facilitate processing of orders in a timely manner for each college and the District as a whole. These procedures apply regardless of the funding source. Purchasing Department staff is available to provide assistance and may be reached at 650-574-6508.*

### **The Requisition/Purchase Order Process**

- **Requisition/Backup.** When goods or services are needed, the Requestor/Requisitioner should research the required item(s), obtain quotes as necessitated by the dollar limit guidelines, verify budget availability and complete an online Banner Requisition. All backup documents (e.g. quotations, service contracts, W-9 forms, Certificates of Insurance) should then be forwarded to Purchasing.

Purchases of Software and Hardware should be made in consultation with the IT department. See "Software and Hardware Technology Purchases" on page 4 of this document for further information.

- **Approvals.** The completed Requisition must be reviewed and approved by the designated Department and/or Division-level approver(s) and then the Administrative-level approver(s). If a Requisition is disapproved, it is returned to the Requisitioner for revision and re-submission.
- **Purchase Order.** The District Buyer reviews the approved Requisition and, if the information is accurate and the necessary documentation has been received, completes an online Banner Purchase Order. Once approved, the Purchase Order is forwarded to the vendor.

Goods should never be purchased or services performed without a Purchase Order authorizing the expenditure.

- **Commodity Received.** The Requestor/Requisitioner receives the goods or services from the vendor.
- **Payment.** The Requestor/Requisitioner examines the vendor's invoice for accuracy, initials the approved invoice for payment, and forwards it to the Accounts Payable Department. The District Accounts Payable representative reviews and processes the approved invoice, cuts the check and forwards payment to the vendor.

## **Standing Orders**

Standing Orders are open purchase orders for the procurement of goods, services or maintenance-repairs on an as-needed basis during a specified period of time. District quote guidelines apply to individual and/or cumulative dollar amount totals for purchases made against a standing order.

## **Prepayments**

Prepayment is acceptable only if the vendor refuses to supply products or services without prepayment. If prepayment is requested on a Requisition, appropriate documentation, such as an order form, pro-forma invoice, or a vendor letter indicating item description, price and prepayment requirement is necessary before processing.

## **Procurement Cards**

An employee is not authorized to use a District procurement card for personal purchases or for the purchase of inventoried equipment, initial membership in employment related organizations, payment of wages, payment for charter transportation services, or payment to independent contractors or other contractors providing services to the District. No purchases of IT related electronic equipment such as cell phones, laptops, tablet computers, desktop computers or printers may be made using a procurement card. General equipment purchases are limited to less than \$1,000. See the [Procurement Card User's Guide](#) on the Purchasing Downloads page for detailed information regarding procurement card purchases.

## **Fixed Assets**

Equipment and furniture with a unit price of \$5,000 or more (including sales tax, delivery and installation) are fixed assets and must be assigned an asset inventory number. For tracking purposes, all inventoried equipment and furniture are tagged with a SMCCCD Asset Inventory Number and are entered into the District's fixed assets records upon receipt. The District uses the Banner fixed asset system to record the District's assets, set up threshold values and define the life and depreciation method of each type of fixed asset. Documentation for moving fixed assets from location to location and deleting them from the system are located at [Fixed Asset Inventory forms](#). An inventory of fixed assets is performed every other year.

Fixed asset purchases must always be made through the Banner Requisition/Purchase Order process and should be charged to one of the following account numbers:

- 6320 – Books and Multimedia
- 6450 – Miscellaneous Equipment
- 6459/6459N – Computer Software (Taxable/Non-Taxable)
- 6470 – Furniture/Fixtures
- 6490 – Equipment Federal > \$5000

## **Dollar Limit Guidelines**

- **Purchases under \$2,000.** Purchase and selection of vendor is at the discretion of the Requestor/Requisitioner.
- **Purchases between \$2,000 and \$5,000.** One written quote should be obtained for purchases of goods or services when the *total dollar amount of the order* is between \$2,000 and \$5,000.

**PLEASE NOTE:** Purchases between \$3,500 and \$5,000 made with Federal grant funds require three written quotes.

- **Purchases between \$5,001 and \$20,000.** Three written quotes should be obtained for purchases of goods or services when the *total dollar amount of the order* is between \$5,001 and \$20,000.
- **Purchases between \$20,001 and \$90,200.** For purchases of goods or services when the *total dollar amount of the order* is between \$20,001 and the legal bid limit of \$90,200, a *Request for Quotations (RFQ)* is required and should be forwarded to multiple vendors. Purchasing may be able to assist with the RFQ process.
- **Purchases over \$90,200<sup>1</sup>, except Public Works Projects and Professional Services.** The formal bid process is required for purchases of goods or services when the *total dollar amount of the order* exceeds the legal bid limit of \$90,200. Remember, it is illegal to split or separate purchases to avoid competitive bidding.

Before a Purchase Order can be issued, the item(s) must be legally advertised (California Education code section 81641 requires that a bid or proposal be published in a newspaper at least once a week for two weeks), formally bid, and awarded by the Board of Trustees to the lowest responsive bidder. The requesting department should coordinate the development of bid specifications with the Director of General Services or designated Buyer. Since this process can take as long as 30-90 days, depending upon the complexity of the bid, the Purchasing Department should be contacted well in advance of the desired delivery date.

There are two exceptions to the \$90,200 bid limit:

- Public works projects require a formal bid if expenditures are greater than \$175,000. See the section titled "Public Works Project Requirements" in this document.
- Certain professional services (e.g. lawyers, architects, engineers) are exempt from formal bid requirements; however, Board approval is needed for a new vendor or new services valued above the legal bid minimum or for continuing services in excess of \$500,000.

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<sup>1</sup> Pursuant to Public Contract Code Section 20651, the bid threshold amount is adjusted for inflation annually by the Board of Governors of the California Community Colleges.

## **Software and Hardware Technology Purchases**

Software and technology purchases (other than allowable procard purchases) should be made in consultation with the IT Department.

Purchases of cloud based or enterprise software are subject to all purchasing and public contracting rules. Additionally, decisions to purchase these types of products must involve ITS and may need to be vetted by College and District administration. Review the specific requirements at: [Purchase of Cloud Based or Enterprise Software](#), before making decisions regarding these products.

IT related electronic equipment includes cell phones, high-volume scanners (costing more than \$200), tablet computers, i-pads, e-readers, laptops, desktop computers, printers (any type of printer regardless of cost), cameras (except “point and shoot” cameras costing less than \$200), or projectors. The timeline from consultation to receipt of the technology is typically 2-4 weeks. The process for purchasing technology is as follows:

- The requestor submits an IT work order to initiate a consultation with IT.
- IT consults with requestor, makes a recommendation, and creates a formal quote with the appropriate vendor
- The quote is forwarded by IT to the requestor and to IT support.
- The requestor obtains the accounting information through appropriate college channels and sends the quote, along with the accounting information to IT support at [itspurchasing@smccd.edu](mailto:itspurchasing@smccd.edu).
- IT support enters the purchase requisition which is routed through Banner for department/college approval.
- Once approved, Purchase Order is created by the Purchasing technology IT buyer.
- The equipment or software is delivered to IT tech support. IT tech support contacts the requestor and makes arrangements for installation.

## **Contract Requirements**

- **Independent Contracts.** Contracts are required for service work performed by an independent contractor. An independent contractor is defined as an individual (rather than a company) who performs a service (rather than provides a tangible product) for the District. Independent contractors are in business for themselves and are responsible for their own tax reporting to the IRS. An independent contractor uses a social security number for tax identification purposes (rather than a Federal Tax ID number). SB1419 sets specific guidelines for appropriate use of independent contractors. Board approval is required for independent contracts in excess of the legal bid limit of \$90,200. See the [IC Process and Links](#) for further information regarding the District's independent contractor procedures.

- **Standard Service Contracts.** Contracts are required when working with a vendor who provides services to the colleges or the District Office. All district contracts must be reviewed by the College Business Office and the District Office and must be signed by a board authorized signatory – generally the Deputy Chancellor, the Executive Vice Chancellor or the Director of General Services sign district contracts. Students, faculty or staff members, and administrators, including college presidents, are not authorized to sign contracts. If contracts are signed by a non-authorized person, the District is not liable for payment and the party that signs the contract may be personally liable.

Board approval is required for contracted services in excess of the legal bid limit of \$90,200. Once again, the exception to this amount is public works project agreements, which require Board approval if they exceed \$175,000.

- **Lease Agreements.** Board approval is required, regardless of the dollar amount, for (1) District use of off-campus facilities which require a lease, or (2) use of District facilities by outside organizations requiring a lease.

### **Insurance Requirements**

A Certificate of Insurance and an Additional Insured Endorsement from a vendor or contractor performing services for the District is required. A minimum of \$1,000,000 comprehensive general liability with \$2,000,000 aggregate is required. Excess liability in an amount of at least \$2,000,000 is required. Higher Risk Projects require \$3,000,000 excess liability. District Insurance requirements are further discussed in the [Guidelines to Contracts and Insurance](#). Certain large construction projects may require additional insurance. For construction performed under District Capital Improvement Programs, the District has a mandatory Owner Controlled Insurance Program (OCIP) for all contracts in excess of \$30,000.

### **Public Works Project Requirements**

The District has elected to become subject to the California Uniform Public Construction Cost Accounting Act. The Act provides for alternative bidding procedures when an agency performs public work by contract.

- **\$0-\$45,000 – No Bid.** CUPCCAA exempts this size of project from bidding requirements; the District will negotiate a contract. The Facilities Services Master Agreement will be used for this type of procurement.
- **\$45,001-\$175,000 – Informal Bid.** Bid award to the qualified contractor submitting the lowest quote through an informal bidding process. The informal bid process requires that notification of the Bid be sent to all contractors, prequalified with the District, who have the qualifications to perform the work. Bid, performance, and payment bonds continue to be required of all contractors doing work under CUPCCAA. Board action is not required with an informal bid. The District reserves the right to bid a project in this range formally.
- **Over \$175,000 – Formal Bid.** Requires advertisements in a local paper with 14-day advance notice. Trade Journals are notified 30 days in advance. Requires Board approval.

- If the District receives **no bids** through the informal or formal bidding procedures, the Act authorizes the District by Section 22038(c) to have the Project completed by negotiated contract, which complies with bidding procedures.

### **Board Approval Requirements**

- Annual membership dues over \$25,000.
- Lease agreements.
- Purchases of products or equipment over the legal bid limit of \$90,200.
- Contracts or agreements for services, including Independent Contractors, in excess of the legal bid limit of \$90,200, except those contracts governed by public works codes.
- Public Works Projects over \$175,000.

## COMMONLY USED PURCHASING ACCOUNT CODES

### 4000 –Supplies & Materials

Refer to the California Community College Budget and Accounting Manual for further information: [Guidelines for Distinguishing Between Supplies and Equipment](#)

- **4510 – Miscellaneous Supplies:** Includes instructional and non-instructional items that are expendable and quickly consumed or easily broken, damaged, or lost. Examples: Office supplies, paper, *non-catered* food, and promotional items.
- **4511 – Non-Inventoried Equipment:** *Effective July 1, 2015.* Includes equipment (electronic or otherwise) with a unit cost *under* \$1,000 (including sales tax, shipping and installation) **and** has a useful life of at least one year. *Please refer to Account 6450NC or 6450 for equipment with a unit cost of \$1,000 or over.*

**FOR FEDERAL GRANTS ONLY:** Due to federal guidelines, the criteria for non-inventoried equipment will remain as “a unit cost *under* \$5,000 (including sales tax, shipping and installation)” and will, therefore, continue to be charged to account 4511 rather than 6450NC.

- **4512 – Non-Inventoried Furniture:** *Effective July 1, 2016.* Includes furniture with a unit cost *under* \$1,000 per item (including sales tax, shipping and installation) **and** has a useful life of at least one year. *Please refer to Account 6470NC or 6470 for furniture with a unit cost of \$1,000 or over.*

**FOR FEDERAL GRANTS ONLY:** Due to federal guidelines, the criteria for non-inventoried furniture will remain as “a unit cost *under* \$5,000 (including sales tax, shipping and installation)” and will, therefore, continue to be charged to account 4512 rather than 6470NC.

- **4513 and 4110** are used for Library purchases only.
- **4515 – Other Supplies Special (MATERIALS FEES)**
- **4530 – Custodial Supplies:** This includes janitorial supplies such as floor strippers, waxes and cleaners; “personal products” like soap, toilet tissue, seat covers, paper towels, and the dispensers for these products; and indoor or classroom light bulbs and fluorescent tubes.
- **4540 – Grounds Supplies:** This includes fertilizers, pest controls, overalls, gloves, seed, small hand tools for trimming, and irrigation supplies.
- **4550 – Maintenance Supplies:** This should be your “catch all” category. This is for supplies that the crews use in the performance of their jobs for which there is not a more appropriate category. This could include nails, drill bits, electrical supplies, pipes, small motors, filters, paint for the parking lots and benches, lamps for the parking lot fixtures and pool supplies and repair parts.
- **4555 – Truck Maintenance/Repair:** This includes supplies and parts used to repair and/or maintain the District vehicles, except for tires, oil, and gas that should be charged to 4620.

- **4560 – Building Repair:** This includes parts and supplies used to repair the building itself. This should only be used if the more specific objects listed below do not apply.
  - **4561 – Repair Doors and Locks**
  - **4562 – Repair Floors & Walls**
  - **4563 – Repair Steps & Ramps**
  - **4564 – Repair Windows and/or Shades**
  - **4565 – Repair Service Systems:** Includes heating, ventilation, boilers and swimming pools.
  - **4566 – Repair Paint and Plaster**
  - **4567 – Repair Roofing**
- **4570 – Repair Parts for Equipment:** Includes only parts used to repair equipment (e.g. typewriter platens, copier fuser rollers, belts, gears). If the repair includes parts and labor, use 5630.
- **4580 – Central Duplicating**
- **4620 – Gas, Oil & Tires**

## **5000 – Other Operating Expenses & Services**

- **5110 – Consultant Services:** Independent contractors hired to provide consultant services (for use on IC Agreements only).
- **5120 – Lecturer Services:** Independent contractors hired to provide lecturer services (for use on IC Agreements only).
- **5130 – Contract Personnel:** Independent contractors hired to provide other contract services (for use on IC Agreements only).
- **5211 – Conference, In State:** Expenses incurred for pre-approved conferences within the state of California (for use on Conference Expense Forms only).
- **5212 – Conference, Out State:** Expenses incurred for pre-approved conferences outside the state of California (for use on Conference Expense Forms only).
- **5220 – Mileage:** Mileage, parking, and/or bridge toll expenses incurred when driving a personal vehicle for approved district/college business (for use on Mileage Claim Forms only).
- **5310 – Dues/Memberships:** The Requisition/Purchase Order process should be used to acquire an initial membership. First-time memberships should also include a completed SMCCCD *Request for Organizational Membership Approval* form.

- **5514 – Utilities/Phone**
- **5610 – Rental/Buildings**
- **5620 – Rental of Equipment:** Includes cost of renting equipment for which the District accrues no rights of ownership (for example, Xerox Copier lease charges).
- **5621 – Rent/Software:** *Effective July 1, 2015.* Includes software and site licensing fees (either one-time or annual renewal) with a unit cost *under* \$1,000 (including tax and shipping/handling). When using 5621, the assumption is that purchase of the software includes disks and documentation and is therefore taxable.

Software with a unit cost of at least \$1,000 but less than \$5,000 (for multi-year contracts with annual payments) should be charged to account 6451NC.

- **5621N – Rent/Software, Non-Taxable:** *Effective July 1, 2015.* Includes software and site licensing fees (either one-time or annual renewal) with a unit cost *under* \$1,000. When using 5621N, the assumption is that the software was acquired via electronic download. Since NO MEDIA was received, the purchase is not subject to sales tax.

Software with a unit cost of at least \$1,000 but less than \$5,000 (for multi-year contracts with annual payments) should be charged to account 6451NC.

- **5630 – Repair of Equipment, Labor:** Includes the cost of parts and labor to repair equipment, extended warranty agreements, and annual maintenance agreements (for example, Xerox Copier maintenance and print charges). If parts are purchased separately, account 4570 should be used.
- **5640 – Repair Vehicles:** This includes both parts and labor.
- **5650 – Repair Buildings:** This includes the labor used to repair the building itself. This should only be used if the more specific objects listed below do not apply.
  - **5651 – Moving Services**
  - **5652 – Monitoring Services**
  - **5653 – Repair Service Systems:** Includes heating, ventilation, boilers, swimming pools, and the irrigation and sprinkler systems, etc.
  - **5656 – Repair Paint & Plaster**
  - **5657 – Repair Doors and Locks**
  - **5658 – FF&E Design Services**
  - **5659 – Repair Fire Damage**
- **5662 – HazMat/Abatement Services**

- **5670 – Film rental:** Includes the cost of film rental and also the cost of preview fees when they are applicable to the purchase price.
- **5680 – Contract Transportation**
- **5690 – Other Contracted Services:** Includes the cost of services (other than repair or printing); for example, graphic artistry and design, furniture assembly, videotape production, catering services, fees for athletic officials and events.

NOTE: A signed agreement and certificate of insurance are required when working with any vendor who provides services to the colleges or the District Office. Please refer to the *Contract Requirements* and/or *Insurance Requirements* section of this document for further explanation.

- **5694 – Contracted Printing Services:** Includes cost of printing done by outside vendors.
- **5695 – Software Hosted on a Cloud Based or External Vendor’s Server System:** Use this account for annual license, maintenance and support fees. Absolutely no functional software is loaded onto the District and College system. Users must possess licenses or remote access keys and be logged into an on-line web based system to utilize the software. The web based software is subject to the same rules for quotes, RFP’s and bids as any other goods and services. All new software must be approved by ITS.
- **5710 – Legal Expense:** *Effective July 1, 2016.* Use this account to charge services provided by law firms/attorneys.
- **5712 – Legal Advertising:** Includes cost of placing ads in print media for purposes of legal bid, pre-qualification, and conference notification.
- **5713 – Legal Consult:** *Effective July 1, 2016.* Use this account code for professional services provided by non-attorneys for expenses incurred which relate to a lawsuit/legal case.
- **5820 – Postage**
- **5840 – Advertising, Non Legal:** Includes the cost of advertising and promotion, other than legal advertising such as required for formal bids.

## **6000 – Capital Outlay**

- **6120 - Improvement of Sites:** Expenditures for the cost of developing new sites or improving existing sites. Applicable expenditures include landscaping grading, seeding and planting; constructing sidewalks, roadways, retaining walls, storm drains, and sewers; surfacing athletic fields and treating soil; furnishing and installing fixed playground apparatus, flagpoles, gateways, fences and underground storage tanks; demolition work in connection with improvement of sites.
- **6121 – Architect Fees (Site / Land)**

- **6122 – Engineering Services**
- **6123 – Landscaping Services**
- **6124 – Sidewalks / Roadways / Lots**
- **6210 – Building Improvements:** Includes cost of capital additions or improvements to buildings that include materials and installation, such as installation of built-in fixtures (doors, windows, window coverings, electrical wiring, cabling, fixed playground equipment, flagpoles).
- **6211 - Architect Fees (Buildings)**
- **6212 – Inspection**
- **6213 – Tests**
- **6218 – License & Permit:** Used for licenses/permits related to construction projects only.
- **6219 – Construction Commissioning Services**
- **6220 – Building Construction:** Expenditures for the costs of construction of new buildings and replacement of obsolete buildings.
- **6310 – Books:** For Library purchases only.
- **6320 – Books & Multimedia:** Expenditures for the purchase of books, magazines, periodicals and non-print media for the college library, for items valued over \$5,000. Note: Library books valued UNDER \$5,000 should be charged to 6310.
- **6450 – Inventoried Equipment:** Includes all equipment with a unit cost of \$5,000 or over (including sales tax, delivery and installation). Equipment is durable, tangible property with a useful life of more than one year, *other than* land, buildings, improvements to buildings and furniture.

All inventoried equipment items are fixed assets and must be assigned an asset tag number by Purchasing. For tracking purposes, inventoried equipment is tagged upon receipt and entered into the District's fixed asset records. A corresponding *Asset Addition Form* must be updated with all pertinent information (e.g. model, location, serial number) and forwarded to Purchasing.

- **6450NC – Miscellaneous Equipment – Non-Capitalized:** *Effective July 1, 2015.* Includes non-inventoried equipment with a unit cost of at least \$1,000 but less than \$5,000 (including sales tax, delivery and installation). Equipment is durable, tangible property with a useful life of more than one year, *other than* land, buildings, improvements to buildings and furniture.

**EXCEPTION:** Due to federal guidelines, for **FEDERAL GRANTS ONLY** the criteria for *Non-Inventoried Equipment* will remain as “a unit cost *under* \$5,000 (including sales tax, shipping and installation)” and, therefore, should continue to be charged to account 4511.

- **6451NC – Software – Non-Capitalized:** *Effective July 1, 2015.* Includes purchases of software (both taxable and non-taxable) with a unit cost of at least \$1,000 but less than \$5,000 (multi-year contract with annual payments). *Please refer to accounts 5621 and 5621N.*
- **6459 – Computer Software:** Includes software and software licenses with a UNIT cost of \$5,000 or over (including tax and shipping & handling). When using 6459, the assumption is that the purchase of software includes disks and documentation and is therefore taxable. This is a fixed asset which must be assigned an asset tag number for tracking purposes. *A purchase of multiple copies of software/licenses with a per license cost under \$5,000 should be coded to 5621 or 6451NC.*

NOTE: *You should NOT charge account 6459 if your purchase is for a user license to access an external vendor system. A purchase of this type involves NO software download onto District IT equipment and should therefore be charged to account 5690.*

- **6459N – Computer Software, Non-Taxable:** Includes software and software licenses with a UNIT cost of \$5,000 or over. When using 6459N, the assumption is that the purchase of software was done via electronic download. Since NO MEDIA was received, the purchase is not subject to sales tax. This is a fixed asset which must be assigned an asset tag number for tracking purposes. *A purchase of multiple copies of electronically downloaded software/licenses with a per license cost under \$5,000 should be coded to 5621N or 6451NC.*

NOTE: *You should NOT charge account 6459N if your purchase is for a user license to access an external vendor system. A purchase of this type involves NO software download onto District IT equipment and should therefore be charged to account 5690.*

- **6470 – Furniture/Fixtures:** Includes furniture/fixtures with a unit cost of \$5,000 or over (including tax, installation, project management and shipping).

All inventoried furniture/fixture items (or systems) are fixed assets and must be assigned asset tag numbers by Purchasing. For tracking purposes, the inventoried item is tagged upon receipt and entered into the District's fixed asset records. A corresponding *Asset Addition Form* must be updated with all pertinent information (e.g. model, location, serial number) and forwarded to Purchasing.

- **6470NC – Furniture/Fixtures – Non-Capitalized:** *Effective July 1, 2016.* Includes purchases of furniture or fixtures with a unit cost of at least \$1,000 but less than \$5,000 (including sales tax, installation, and shipping) and have a useful life of at least one year.

**EXCEPTION:** Due to federal guidelines, for **FEDERAL GRANTS ONLY** the criteria for *Non-Inventoried Furniture* will remain as “a unit cost *under* \$5,000 (including sales tax, shipping and installation)” and, therefore, should continue to be charged to account 4512.

- **6490 – Equipment from Federal Grants > \$5,000:** Federal Grants require that we track all equipment valued at \$5,000 or over. This accounting code allows us to separate those purchases and easily identify them. Refer to the Federal Grant in question for specific requirements that may deviate from this standard.

All inventoried equipment items are fixed assets and must be assigned an asset tag number by Purchasing. For tracking purposes, the inventoried equipment is tagged upon receipt and entered into the District's fixed asset records. A corresponding *Asset Addition Form* must be updated with all pertinent information (e.g. model, location, serial number) and forwarded to Purchasing.