

Policy 6.31 Procurement of Supplies, Equipment, Furniture, Construction Repairs and Maintenance Services

The maximum educational and monetary value shall be obtained in the purchase of supplies, equipment, furniture, construction repairs and maintenance services.

The authority to encumber district funds shall be limited to action of the Board, except as Board-approved procedures shall designate otherwise.

Purchasing procedures shall be in compliance with existing laws (Public Contract Codes & Education Codes) and good business practice. Competitive bidding, with legally authorized exceptions, shall be utilized, with award to the lowest responsible bidder meeting specifications.

No member of the governing board nor an employee of the Peralta Community College District shall have an interest in any contract for supplies, equipment and services made by the Board of Trustees. This general policy does not preclude the employment of staff members in a consultant capacity, but no staff member shall receive any gift or reward or commission for introducing or recommending an article or a service resulting from such consulting work.

Equipment which is unserviceable, worn out, or obsolete may be used as trade-in on new equipment, for purchases or lease.

Purchases of Goods & Services:

- A. Purchases of less than \$10,000.00** – Three (3) price quotations are required for goods and services exceeding \$10,000.00. Only one (1) quotation is required for purchases under \$10,000; however, if the purchase is over \$2,500.00 the quote must be in writing. Such items may be purchased from any vendor offering the required goods or services at a reasonable complete price.

Public Works Projects:

- A. Expenditures of less than \$10,000.00** – Require one (1) price quotation obtained from the licensed contractor/vendor in conjunction with specifications prepared by the District/Department manager. If the quotation is over \$2,500.00 one (1) quotation must be written in ink and signed by an authorized representative of the vendor.

For purchases of \$10,000.00 up to \$69,000.00, or as adjusted annually by the California Community Colleges State Chancellor's Office based on Implicit Price Deflation, such purchase shall require a written quotation with a minimum of three (3) bids. If three written bids are not obtainable, the purchase must be advertised.

Purchase of materials and supplies of \$69,000.00 or over, as adjusted annually by the California Community Colleges State Chancellor's Office based on Implicit Price Deflation, must be on the basis of advertised proposals and formal bid.

The Chancellor, or designee, is authorized to approve purchases of goods, supplies, furniture, equipment, construction repairs and maintenance services not to exceed \$69,000.00, or as adjusted annually by California Community Colleges State Chancellor's Office based on Implicit Price Deflation. All purchases in excess of \$69,000.00, or as adjusted annually by Price Deflation Index, or more, shall require Board approval in advance.

Source of Law:

Public Contract Code § 20651(d)

Educational Code § 8100

Revised/Adopted by Board of Trustees: May 7, 1985

Revised/Adopted: January 9, 1996

Revised/Adopted: May 27, 1997

Revised/Adopted: January 15, 2008