



Purchasing Tips and Reminders

[Excluding Public Works and Facilities Maintenance]

[For Internal Use Only]

Fiscal Year 22/23 (July 1, 2022 – June 30, 2023)

It is the responsibility of all San Joaquin Delta Community College District faculty and staff to be prudent stewards' of scarce public resources. Following the District's procurement policies and procedures ensures the District and public funds are protected and risk is mitigated.

Identify Procurement Expenditure Types

	Good	Service	Public Works and Facilities Maintenance
Description	A good is a tangible or physical product; tangible meaning something you can touch. Note: A single good valued over \$5,000 requires tagging by the Purchasing and Contract Services department for tracking purposes.	A service is something intangible, which cannot be physically touched or stored. Note: Depending on the risk to the District, some services require separate signed agreements.	Public Works involve the erection, construction, alteration, painting, repair, or improvement of any structure, building, road, or other state improvement of any kind. Facilities Maintenance is routine, recurring, and usual work for the preservation, protection and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition.
Process Method	If less than \$5,000 per transaction, use the department P-CARD to purchase the good. If over \$5,000 submit an Oracle requisition, once the requisition is approved by the fiscal officer, the requisition is routed to Purchasing for processing.	Review the Service Matrix on the Contracts website to identify requirements before Oracle requisition is submitted. Submit a requisition; once the fiscal officer approves the requisition, the requisition is routed to Purchasing for processing.	Review the Facilities Checklist on the Purchasing website to identify Bid Limit Thresholds and requirements. Once requirements are met submit an Oracle requisition, once the requisition is approved by the fiscal officer, the requisition is routed to Purchasing for processing.

Bid Limit Thresholds GOODS and SERVICES

[Excludes Public Works and Facilities Maintenance]

Dollar Amount	\$1 - \$5,000	\$5,001 - \$25,000	\$25,001 - \$99,099	\$109,300 or Higher
Quote Requirements	One Quote	Two Current Quotes	Three Current Quotes	Obtained through formal competitive solicitation, which MUST be conducted by the Purchasing and Contract Services department.
Solicitation Requirements	Informal competitive solicitation	Informal competitive solicitation	Informal competitive solicitation	Formal competitive solicitation required, PCC 20651
Board Approval	Ratification Contracts and Purchase Order Report	Ratification Contracts and Purchase Order Report	Ratification Contracts and Purchase Order Report	Board pre-approval required PCC 20651

Key Reminders

- Gift of Public Resources: California Constitution **specifically prohibits “gifts” of public resources**, which include money, supplies, facilities, equipment or staff time.
- Competitive Solicitation: Procurement expenditures require competitive solicitation unless they are **exempt** from competitive bidding.

- ✓ The District has established competitive solicitation bid limit thresholds for all procurement expenditures [See below Bid Limit Thresholds].
 - ✓ Requestor or the Purchasing and Contract Services department may obtain quotes.
 - ✓ Attach a supplier quote(s) to a requisition to expedite the procurement process
 - ✓ To initiate the procurement process requestors are required to submit an Oracle requisition with the budget amount allocated for the expenditure. The requisition authorizes the Purchasing and Contract Services department to solicit suppliers on behalf of the requestor that submits the requisition.
- Public Works and Facilities Maintenance Requires Facilities Management Approval
 - Public Contract Code 20657: It is unlawful to split or separate work for the purpose of evading competitive bidding.
 - Purchase Card (P-Card): Any question related to P-Cards contact Fiscal Services.
 - Receiving: If items purchased on a Purchase Order do not go through Central Receiving, they **will not be received in Oracle** unless the packing slip is forwarded to the receiving department. Forward all packing slips to receiving@deltacollege.edu
 - Technology Requires Information Technology (IT) Approval:
 - ✓ **Hardware**: Requires IT Technical support for use, repair and maintenance.
 - ✓ **Software**: Requires network access or connection, as it could be a security risk.
 - ERP Technical System Questions: Send an email to ithelpdesk@deltacollege.edu

Emergency Purchase Order

- **IMPORTANT**: The Purchasing Team will no longer issue EPO numbers (formally XPO). It is each departments responsible to issue and manage the EPO numbers they provide to suppliers and if applicable, obtain all required insurance (insurance requirements are located on the purchasing website). If a supplier is unable to provide all required insurance, exceptions to insurance requirements must be submitted to the department manager issuing the EPO, for review and approval before a supplier performs on-site work. Departments providing EPO numbers should follow EPO number standards (Date and Department name as the “EPO number”).

Exempt from Competitive Bidding

Government Code 53060	Special Service: Advice in financial, economic, accounting, engineering, legal, or administrative matters.
Government Code 4526	Professional Service : Architectural, engineering, environmental, land surveying or construction project management firms shall be based on demonstrated competence and on the professional qualifications. The District is required to conduct a Request for Qualification before awarding these contracts.
Public Contract Code 20113	Emergency repairs, alterations, work, or improvement that is necessary to permit the continuance of existing school classes, or to avoid danger to life or property.
Public Contract Code 20118.3	Textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals.
Public Contract Code 20652	Piggyback, using a contract that has already been competitively bid through another public agency.

Disclaimer: *There may be exceptions to the information provided in these tips and reminders.*