

Sacramento City Unified School District Procurement Procedures

GOODS, EQUIPMENT AND NON-CONSTRUCTION SERVICES					
A formal contract required for services and purchases of goods and equipment exceeding \$25,000, current proof of automobile, general liability and workers compensation insurance and a W9 are required from all vendors. Contracts may be required for amounts less than \$25,000 for services that include specialized work. State law limits contract terms to 5 years.					
Purchase Amount	Procurement Procedure Requirements				State Law/Policy Reference
\$0-7,499	Provide price source (e.g., phone, fax, email, vendor quote)				Providing quotes is for contracts under the bid threshold. Per PCC 20111(a), bid threshold adjusted annually by the State Superintendent of Instruction
\$7,500 - 19,999	Provide two (2) quotes (e.g., phone, fax, email, vendor quote) - attach to requisition				
\$20,000 - 114,500	Provide three (3) written quotes (e.g., fax, email, vendor quote) - attach to requisition				
\$0- \$10,000	Federal Micro Purchase Threshold (no competitive quotes required-consider reasonable price) Program operators (i.e., CNS) may self-certify a threshold up to \$50,000 annually with required self-certification documentation.				Per PCC 20111(c), follow Federal – 2 CFR 200.318 to 200.326. For Fund 13 Allowable Uses, see https://www.cde.ca.gov/ls/hu/sn/mbsnp052020.asp , i.e. capital expenditures with unit cost ≥ \$5,000 require prior written approval
\$10,001- \$250,000	Federal Small Purchase Threshold (must obtain price quotes from adequate number of sources)				
> \$250,000	Federal-Formal Procurement Method required (sealed bid/request for proposal) public advertise				
> \$114,500 (Over bid threshold)	Internal Control: Purchasing Manager reviews all requisitions for compliance, including Federal / Emergency justification	Formal Bids for goods or services includes newspaper advertisement for two (2) consecutive weeks, and receipt of vendor responses at a specific deadline.	Selection is made based on lowest, responsive and responsible bidder meeting specifications and vendor qualifying criteria, or else reject all bids.	Board of Education approves all purchases that exceed the bid threshold of \$114,500 as an action item.	PCC 20111, 20112
COOPERATIVE PURCHASING OR PIGGYBACK CONTRACTS (GOODS, EQUIPMENT, SERVICES)					
Contracts for goods or services that are currently effective and have been competitively bid and awarded by fellow governmental entities, and no further bidding is required by SCUSD. Contracts include discounted pricing and may also provide for other incentives such as extended equipment warranties, rebates to SCUSD, free space design for furniture and other. Exception to this is federally funded purchases that may require a competitive bid. Certain contracts require a Board resolution, described below.					
Purchase Amount	Contract Type	Limitations	Contracting / Approval Method		State Law/Policy Reference
Any amount	California Multiple Award Schedule (“CMAS”) contract established by Department of General Services.	CMAS contract for purchase of goods, information technology and services . Price in contract is a ceiling. Public Works services is limited to 50% of the total contract value. Limitation on carpet, resilient	Perform due diligence for products/pricing in CMAS base schedule. Agreement incorporating CMAS contract is required unless negotiate different terms. No Board resolution required. Board approves on consent.		PCC 10298 & 10299

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		flooring, synthetic turf, lighting system over formal bid threshold other than for new construction (requires use of skilled and trained workforce).		
Any amount	Purchase pursuant to agreement competitively bid by a joint powers authority (“ JPA ”).	JPA contract for purchase of goods and services . Examples: NIPA, OMNIA, Sourcewell or TIPS. Price in JPA contract is a ceiling.	Perform due diligence for products/pricing in JPA price list. Agreement incorporating JPA contract is required. One-time Board resolution to join JPA; not required to approve contract as action item.	GOV 6500, et seq.
Any amount	Public agency previously competitively bid lease or purchase in accordance with law and contract has clause allowing “ piggyback .”	Piggyback on public contract for lease of data-processing equipment or purchase of materials, supplies, equipment, vehicles, etc. Must lease/purchase on the same terms and at the same prices. Limited to incidental services (10% or < of contract value).	Perform due diligence for products/pricing in awarded contract. Agreement incorporating piggyback contract is required. Board approves contract and makes finding by resolution that use of underlying piggyback contract is in District’s “best interest.”	PCC 20118

PUBLIC WORKS/CONSTRUCTION

Facility construction, alteration, renovation, demolition, painting, repair, fixed or modular furniture system installation. SCUSD has adopted California Uniform Public Construction Cost Accounting Act (“CUPCCAA”), with thresholds for no bid, informal bid, or formal bid, below.

Purchase Amount	Procurement Procedure Requirements	Contract Terms	Approval Method	State Law/Policy Reference
<p>\$0 - 60K</p> <p>No Bid</p>	<p>Three (3) quotes from contractors registered with the CA State Licensing Board and Dept. of Industrial Relations (DIR).</p> <p>District reports to DIR/file PWC-100 form if project within 30 days of award or before work commences, whichever occurs first: \$25K and above for new construction, alteration, installation, demolition or repair, \$15K and above for maintenance work.</p>	<ul style="list-style-type: none"> • Formal Contract • Prevailing wages • >\$25,000: Electronic filing of certified payroll report • >\$25,000: Payment/performance bonds from approved CA Surety • Insurance meeting required SCUSD limits. • All tiers of contractors required to be licensed and registered with DIR. 	<p>Purchase Order for Public Works (that includes standard terms) or contract, if required, submitted for Board approval on consent.</p>	<p>PCC 20111.5, ED 17424</p>

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<p>\$60 - 200K</p> <p>Informal Bidding</p>	<p>Notify all relevant contractors on the Pre-Qualified Contractors List and/or advertise in 4 trade journals at least 10 days before bid opening. Award to lowest responsive, responsible bidder or reject all bids. If no bids received, negotiate directly with a contractor.</p> <p>District reports to DIR/file PWC-100 form within 30 days of award or before work commences, whichever occurs first.</p>	<ul style="list-style-type: none"> • Formal Contract • Prevailing wages • Electronic filing of certified payroll report • Payment/performance bonds from approved CA Surety • Insurance meeting required SCUSD limits. • All tiers of contractors required to be licensed and registered with DIR. 	<p>Contract submitted for Board approval as action item. If all bids >\$200,000, Board resolution with 4/5 vote required to award contract at \$212,500 or less to lowest bidder.</p> <p>Federal-Formal Procurement Method required (sealed bid/request for proposal) public advertise</p>	<p align="center">PCC 22032(b) & 22034, 22036</p>
<p>> \$200K</p> <p>Formal Bidding</p>	<p>Advertise bids in newspaper once, 14 days before bid opening and in 4 trade journals 15 days before bid opening. Award to lowest responsive, responsible bidder or reject all bids. If no bids, can negotiate directly with a contractor.</p> <p>Requires a cashier/certified check or bid bond from a CA approved surety – bonds are returned to bidder after award unless bidder fails to execute contract.</p> <p>District reports to DIR/file PWC-100 form within 30 days of award or before work commences, whichever occurs first.</p>	<ul style="list-style-type: none"> • Formal Contract • Prevailing wages • Electronic filing of certified payroll report • Payment/performance bonds from approved CA Surety • Insurance meeting required SCUSD limits. All tiers of contractors required to be licensed and registered with DIR. 	<p>Contract submitted for Board approval as action item. Board may reject bid if declares at hearing that project can be more economically performed by District employees and notice is mailed to low bidder 2 business days before hearing. If all bids rejected, abandon or readvertise, or perform by force account with Board resolution by 4/5 votes.</p>	<p align="center">PCC 22032(c), 22036-22038</p>
<p>Change Orders on Contracts if more than \$15,000 bid threshold or 10% of original contract price (whichever greater)</p>	<p>Formal Bidding required (see above). No bidding required if less than bid threshold or all change orders cumulatively do not exceed 10% of original contract price (whichever greater). If over 10%, consult with legal counsel to see if facts exist for Futility Resolution.</p>		<p>Submitted for Board approval on consent if no bid is required; as action item if formal bidding is required.</p>	<p align="center">PCC 20118.4</p>

SINGLE/SOLE SOURCE AND EMERGENCY PROCUREMENT

Single/Sole Source - Other vendor sources exist in the market, vendor selected because of a regulation or existing proprietary equipment, or program needs. Or, no other vendor sources available in the market; few instances of this exist, typically connected to a copyright, trademark or patent. Purchase from single/sole source requires Board resolution and including the finding in Notice to Bidders or Request for Proposals, whichever is applicable.

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Emergency Repairs (State/CUPCCAA) - Board may proceed at one to replace or repair, without giving notice of bid, by resolution with 4/5 vote finding that emergency will not permit a delay and action is necessary for emergency response. If no notice for bids given, Board shall review emergency action at next regular meeting (and each meeting until emergency is terminated) to determine by 4/5 vote that need continue to exist. (PCC 22035 & 22050)

Emergency Purchases (Federal) - Only permitted when the Public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation; The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or After solicitation of a number of sources, competition is determined inadequate. (2 CFR 200.320 (c).) The District's requisition process requires compliance review and approval by assigned Budget department staff, Assistant Superintendent of Business Services, Chief Business Officer, and Purchasing Manager.