

# Peralta Community College District Purchasing Matrix\*

## GENERAL PURCHASES

Footnote	Type of Purchase	Total Amount of Purchase			Quote or Solicitation Requirements	Signature Authority	Form
1	Purchases: equipment, materials, supplies, and non-construction services. (Category excludes: construction services, professional services and special services.)	\$1	to	\$3,000	Not required.	College President, Deputy Chancellor, Chancellor	Paid via Direct Pay by Accounting.
1	Purchases: equipment, materials, supplies, and non-construction services. (Category excludes: construction services, professional services and special services.)	\$3,000	to	\$15,000	At least 1 written quotation.	College President, Deputy Chancellor, Chancellor	Paid via Direct Pay by Accounting.
1	Purchases: equipment, materials, supplies, and non-construction services. (Category excludes: construction services, professional services and special services.)	\$15,000	to	\$119,100	At least 3 written quotations.	College President, up to \$50,000 per year. Deputy Chancellor, Chancellor	Purchase Agreement for Equipment, Materials, and Supplies or Independent Consultant Agreement for Services.
1	Purchases: equipment, materials, supplies, and non-construction services. (Category excludes: construction services, professional services and special services.)	Over statutory bid limit			Formal advertised bids by Purchasing Department.	<b>BOT approval required</b> before signature by Deputy Chancellor or Chancellor	Purchase Agreement for Equipment, Materials, and Supplies or Independent Consultant Agreement for Services.
2	Textbooks, library books, and educational films, audiovisual materials, test materials, workbooks, instructional computer software packages or periodicals.	\$1	to	Statutory bid limit	None, but it is preferable to request competitive pricing.	College President, up to \$50,000 per year. Deputy Chancellor, Chancellor	Purchase Agreement for Equipment, Materials, and Supplies.
2	Textbooks, library books, and educational films, audiovisual materials, test materials, workbooks, instructional computer software packages or periodicals.	Over statutory bid limit			None, but it is preferable to request competitive pricing.	<b>BOT approval required</b> before signature by Deputy Chancellor or Chancellor	Purchase Agreement for Equipment, Materials, and Supplies.
<b>PUBLIC PROJECTS (CONSTRUCTION SERVICES) - CUPCAA PROCUREMENT PROCESS</b> (California Uniform Public Construction Cost Accounting Act)							
3, 3a	Public Projects - facility construction, alteration, renovation, demolition, painting or repair.	\$1	to	\$75,000	Direct negotiation of contract with a qualified contractor.	College President, up to \$50,000 per year. Deputy Chancellor or Chancellor	Agreement for Construction Services.
3b	Public Projects, Informal Bid - facility construction, alteration, renovation, demolition, painting or repair.	\$75,001	to	\$220,000	Informal Bid by Purchasing Department Informal bid package sent to the relevant contractors on the District's CUPCAA Qualified Contractors List.	Deputy Chancellor or Chancellor Only <b>BOT approval required</b> before signature if over statutory bid limit.	Agreement for Construction Services in Informal Bid Documents.
3c, 3d	Public Projects, Formal Bid - facility construction, alteration, renovation, demolition, painting or repair.	\$220,001 and larger			Formal advertised bids by Purchasing Department.	<b>BOT approval required</b> before signature by Deputy Chancellor or Chancellor	Construction Agreement in Front End Documents.
<b>MAINTENANCE WORK - CUPCAA PROCUREMENT PROCESS PERMISSIVE</b>							
4, 4a	Maintenance Work - routine, recurring, and usual work for the preservation, protection, and keeping of any publicly owned or publicly operated facility. Maintenance includes carpentry, electrical, plumbing, glazing, and other craftwork.	\$1	to	\$75,000	Direct negotiation of contract with a qualified contractor.	College President, up to \$50,000 per year. Deputy Chancellor or Chancellor	Agreement for Routine Maintenance Services.
4b	Maintenance Work - routine, recurring, and usual work for the preservation, protection, and keeping of any publicly owned or publicly operated facility.	\$75,001	to	\$220,000	Informal Bid by Purchasing Department sent to the relevant contractors on the District's CUPCAA Qualified Contractors List.	Deputy Chancellor or Chancellor Only <b>BOT approval required</b> before signature if over statutory bid limit.	Agreement for Routine Maintenance Services.
4c, 4d	Maintenance Work - routine, recurring, and usual work for the preservation, protection, and keeping of any publicly owned or publicly operated facility.	\$220,001 and larger			Formal advertised bids by Purchasing Department.	<b>BOT approval required</b> before signature by Deputy Chancellor or Chancellor	Agreement for Routine Maintenance Services.
<b>PROFESSIONAL SERVICES / SPECIAL SERVICES</b>							
5	Professional Services/Independent Consultants i.e., Architecture, Landscape Architecture, Engineering, Environmental Services, Land Surveying and Construction Management	\$1	to	\$119,100	Direct negotiation of contract with a qualified consultant.	College President, up to \$50,000 per year. Deputy Chancellor, Chancellor	Independent Consultant Agreement.
5	Professional Services/Independent Consultants i.e., Architecture, Landscape Architecture, Engineering, Environmental Services, Land Surveying and Construction Management	\$119,101 and larger			If District has completed a Request for Qualifications, then the purchase of Professional Services in excess of the statutory bid limit requires at least 3 written quotations from qualified consultants. If the District has not completed a Request for Qualifications, then the purchase of Professional Services in excess of the statutory bid limit requires a formal Request for Proposals by Purchasing Department.	<b>BOT approval required</b> before signature by Deputy Chancellor or Chancellor	Independent Consultant Agreement.
6	Special Services/Independent Consultants i.e., Financial, Economic, Accounting, Legal, Administrative, or Insurance Services	\$1	to	\$119,100	Direct negotiation of contract with a qualified consultant.	College President, up to \$50,000 per year. Deputy Chancellor, Chancellor	Independent Consultant Agreement.
6	Special Services/Independent Consultants i.e., Financial, Economic, Accounting, Legal, Administrative, or Insurance Services	\$119,101 and larger			Requires at least 3 written quotations.	<b>BOT approval required</b> before signature by Deputy Chancellor or Chancellor	Independent Consultant Agreement.
<b>CERTIFIED SMALL BUSINESS / DISABLED VETERAN BUSINESS ENTERPRISE</b>							
7	Certified Small Business/Micro Business or Disabled Veteran Business Enterprise for acquisition of goods, services, or information technology.	\$5000	to	\$250,000	Requires at least 2 written quotations.	College President, up to \$50,000 per year. Deputy Chancellor, Chancellor up to statutory bid limit <b>BOT approval required</b> before signature if over statutory bid limit.	Purchase Agreement or Independent Consultant Agreement.
<b>PIGGYBACK CONTRACTS FOR EQUIPMENT, MATERIALS, SUPPLIES, VEHICLES, PERSONAL PROPERTY (CANNOT PIGGYBACK FOR SERVICES)</b>							
8	Piggyback Contracts for Equipment, Materials, Supplies, Vehicles, Personal Property (Cannot piggyback for Services.)	\$1	to	\$119,100	Quote required. Vendor must include only eligible products at the reduced negotiated prices listed in Piggyback Contract.	College President, up to \$50,000 per year. Deputy Chancellor, Chancellor	Agreement Incorporating Piggyback Contract. Resolution Approving Agreement Incorporating Piggyback Contract.
8	Piggyback Contracts for Equipment, Materials, Supplies, Vehicles, Personal Property (Cannot piggyback for Services.)	\$119,101 and larger			Quote required. Vendor must include only eligible products at the reduced negotiated prices listed in Piggyback Contract.	<b>BOT approval required</b> before signature by Deputy Chancellor or Chancellor	Agreement Incorporating Piggyback Contract. Resolution Approving Agreement Incorporating Piggyback Contract.

EQUIPMENT, MATERIALS, SUPPLIES, OR SERVICES AWARDED BY AUXILIARY ORGANIZATIONS (COLLEGEBUYS)											
9	Equipment, Materials, Supplies, or Services	\$1	to	\$119,100	Quote required. Vendor must include only eligible products at the reduced negotiated prices listed in CollegeBuys Contract.	College President, up to \$50,000 per year. Deputy Chancellor, Chancellor	Agreement Incorporating Piggyback Contract. Resolution Approving Agreement Incorporating Piggyback Contract.				
9	Equipment, Materials, Supplies, or Services	\$119,101 and larger		Quote required. Vendor must include only eligible products at the reduced negotiated prices listed in CollegeBuys Contract.		<b>BOT approval required</b> before signature by Deputy Chancellor or Chancellor	Agreement Incorporating Piggyback Contract. Resolution Approving Agreement Incorporating Piggyback Contract.				
EQUIPMENT, MATERIALS, SUPPLIES, OR SERVICES AWARDED BY UNIVERSITY OF CALIFORNIA OR CALIFORNIA STATE UNIVERSITY											
10	Equipment, Materials, Supplies, or Services	\$1	to	\$119,100	Quote required. Vendor must include only eligible products at the reduced negotiated prices listed in UC or CSU Contract.	College President, up to \$50,000 per year. Deputy Chancellor, Chancellor	Agreement Incorporating UC or CSU Contract. Resolution Approving Agreement Incorporating UC or CSU Contract.				
10	Equipment, Materials, Supplies, or Services	\$119,101 and larger		Quote required. Vendor must include only eligible products at the reduced negotiated prices listed in UC or CSU Contract.		<b>BOT approval required</b> before signature by Deputy Chancellor or Chancellor	Agreement Incorporating UC or CSU Contract. Resolution Approving Agreement Incorporating UC or CSU Contract.				
GOODS, INFORMATION TECHNOLOGY, AND SERVICES PURSUANT TO A CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS) CONTRACT											
11	Goods, Information Technology, and Services Pursuant to a California Multiple Award Schedule (CMAS) Contract.	\$1	to	\$119,100	Quote required. Vendor must include only eligible products. Prices must be equal to or less than the prices accepted by the State of California in the CMAS for the identical items.	College President, up to \$50,000 per year. Deputy Chancellor, Chancellor	CMAS Purchase Agreement.				
11	Goods, Information Technology, and Services Pursuant to a California Multiple Award Schedule (CMAS) Contract.	\$119,101 and larger		Quote required. Vendor must include only eligible products. Prices must be equal to or less than the prices accepted by the State of California in the CMAS for the identical items.		<b>BOT approval required</b> before signature by Deputy Chancellor or Chancellor	CMAS Purchase Agreement.				
JOINT EXERCISE OF POWERS ACT (JPA)											
12	Joint Exercise of Powers Act (JPA)	\$1	to	\$119,100	Quote required. Vendor must include only eligible products. Prices must be equal to or less than the prices in the JPA Contract for the identical items.	College President, up to \$50,000 per year. Deputy Chancellor, Chancellor	District must be member of JPA. Agreement Incorporating JPA Contract				
12	Joint Exercise of Powers Act (JPA)	\$119,101 and larger		Quote required. Vendor must include only eligible products. Prices must be equal to or less than the prices listed in the JPA Contract for the identical items.		<b>BOT approval required</b> before signature by Deputy Chancellor or Chancellor	District must be member of JPA. Agreement Incorporating JPA Contract				
13	District cannot enter into any contract for the acquisition of goods or services in excess of \$100,000 with a contractor, who in the provision of benefits, discriminates between employees with spouses and employees with domestic partners, or discriminates between employees with spouses or domestic partners of a different sex and employees with spouses or domestic partners of the same sex, or discriminates between same-sex and different-sex domestic partners of employees or between same-sex and different-sex spouses of employees.										
	<b>NO PURCHASES</b> shall be made using district issued credit cards. No check reimbursements shall be approved for Measure G Bond Funds.										

\* and 1-13 See footnotes on next page.

FOOTNOTES:

\* The Purchasing Matrix is intended for reference only. It is not an exhaustive summary of potentially-applicable law, policies, or procedures. Contact Purchasing Department with questions. For example, competitive bidding may be avoided when repairs, alterations, work or improvements are necessary to avoid danger to life or property in an emergency. (California Public Contract Code (PCC) § 22050.) Emergency agreements must be approved by the Board of Trustees.

1 Statutory Bid Limit is adjusted annually to reflect annual increase. PCC § 20651. Per California Community Colleges Chancellor's Office memorandum dated December 16, 2025 the new threshold effective January 1, 2026 is \$119,100.

1a Bid threshold is for competitively bid and awarded contracts for repairs, including maintenance as defined in PCC § 20656, that are not public projects as defined in PCC § 22002(c).

2 Ed. Code § 81651; PCC § 20118.3.

3 Public Projects include: construction, reconstruction, alteration, renovation, improvement, demolition, painting, major repainting, cabling and major repair work as per PCC § 22002.

3a Per PCC § 22032, projects up to \$75,000 may be done by force account, or negotiated contract.

3b Per PCC § 22032, projects from \$75,001 to \$220,000 may be bid by informal bidding under PCC § 22034.

3c Per PCC § 22034, if all of the informal bids received exceed \$220,000 project may still be awarded to lowest bidder, up to a maximum of \$235,000.

3d Per PCC § 22032, projects over \$220,000 must be let by formal bidding procedure unless statutory exception applies.

4 Maintenance Work includes: routine, recurring, and usual work for the preservation, protection, and keeping of any publicly owned or publicly operated facility. Maintenance includes carpentry, electrical, plumbing, glazing, and other craftwork. PCC § 20656.

4a Per PCC § 22032, projects up to \$75,000 may be done by force account, or negotiated contract. District may utilize the CUPCCAA bidding procedures when contracting for maintenance work. PCC § 22003.

4b Per PCC § 22032, projects from \$75,001 to \$220,000 may be bid by informal bidding under PCC § 22034. District may utilize the CUPCCAA bidding procedures when contracting for maintenance work. PCC § 22003.

4c Per PCC § 22034, if all of the informal bids received exceed \$220,000 project may still be awarded to lowest bidder, up to a maximum of \$235,000. District may utilize the CUPCCAA bidding procedures when contracting for maintenance work. PCC § 22003.

4d Per PCC § 22032, projects over \$220,000 must be let by formal bidding procedure unless statutory exception applies. District may utilize the CUPCCAA bidding procedures when contracting for maintenance work. PCC § 22003.

5 California Government Code (Gov. Code) § 4525; PCC § 20651(c); Architectural and engineering services under Gov. Code § 4529.10 must go through a competitive selection process. Caselaw including: Cobb v. Pasadena City Bd. of Education (1955) 134 Cal. App. 2d 93.

6 Gov. Code § 53060; PCC § 20651(c); Caselaw including: CSEA v. Sunnyvale Elementary (1973) 36 Cal. App. 3d 47; Service Employees Internal. Union v. Board of Trustees (1996) 47 Cal. App. 4th 1663.

7 PCC § 20651.2. District 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.

8 PCC § 20652. District may lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the District in the manner in which the public corporation or agency is authorized by law to make the lease or purchases. Board must determine it to be in the best interests of the District. (i.e., resolution required.) If District is utilizing a piggyback contract, the District should ensure the following: (i) that the item being acquired is the same item indicated in the original bid; (ii) that the same terms and conditions apply as set forth in the original bid; (iii) that the original bid is still valid; and (iv) that the original bid includes a provision allowing piggybacking. Cannot piggyback for services. Caution: legal issues with modular construction on permanent foundation affecting funding - check with legal counsel.

9 Per PCC § 20661 & Ed. Code § 72670.5, District can use CollegeBuys Contracts

10 Per PCC § 20653.5 & Ed. Code § 81646, District can use UC or CSU Contracts

11 Per PCC §§ 10298 & 10299, District can use CMAS Contracts

12 Gov. Code § 6500 et seq. Commonly known JPAS include: Omnia Partners (U.S. Communities and National IPA); NASPO Valuepoint Cooperative Purchasing Organization; SourceWell, Formerly NJPA

13 PCC § 10295

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