

The objective of the purchasing program is to purchase from the lowest bidder considering each of the following requirements, and in accordance with the requirements of law:

- A. Buy the proper product for the purpose required.
- B. Have the product available when needed.
- C. Buy in quantities appropriate for the rate of use.
- D. Pay the lowest price obtainable for the quantity required.
- E. Buy without favor or prejudice while considering the factors of quality and service, in addition to price.

The Purchasing and Material Management Department shall be guided in purchasing activities by applicable federal and state statutes, administrative codes, court decisions, legal opinions, policies of the board of trustees, and board-approved agreements. The vice president, administrative services, shall prepare written administrative procedures for the conduct of the purchasing, contracting and material management functions.

Purchases of materials, supplies, equipment, or services shall not be made from any employee of the district unless:

- A. The employee or spouse of the employee owns less than three percent of the business.
- B. The employee has no control or influence in initiating the order or in defining the specifications such as the quality, quantity, or timing of the purchase or performance of service.

The purchasing power of the district shall not be used to procure or to secure advantage in the purchase of any goods and services for employees, officers or any other individuals.

Recognizing that individual preferences have a high value to those requesting goods and services, nevertheless the Purchasing and Material Management Department has a duty to seek opportunities to standardize on items when there are significant benefits in cost, quality, value or maintenance.

When feasible, the Purchasing and Material Management Department will develop more than one source of supply to encourage competition, avoid charges of favoritism, and ensure deliveries.

Business Diversity

The district is committed to increasing the participation of minority-owned business enterprises (MBE), women-owned enterprises (WBE), and disabled-veteran-owned enterprises (DVBE) in the procurement activities of the college.

Delegation of Authority

The board through the superintendent/president delegates the authority to purchase on a ratification basis up to the current Public Code bid level as specified in Public Contract Code sections 20651, et seq. to the vice president, administrative services, and/or the director of purchasing and material management.

Only the district superintendent/president, the vice president, administrative services, the director of purchasing and material management, or other person as designated by board resolution shall be authorized to represent the district and to execute documents or agreements arising from the purchasing and contracting function.

Bids and Advertising

Every transaction between the district and a purveyor of supplies, equipment, or services exceeding the annually prescribed bid limit as stated in Public Contracts Code section 20651 shall be formalized by advertising for bids or proposals, written specifications and a written agreement in a legally prescribed form. At the discretion of the director of purchasing and material management, the formal bid process may be waived if the interests of the district are best served by a contract, lease or purchase order issued through any other public agency or corporation in accordance with Public Contract Code section 20652. An acknowledged purchase order may replace the written agreement at the discretion of the director of purchasing and material management.

All bids subject to competitive bidding shall be processed in a legally prescribed manner and shall remain sealed and unopened until the designated date and time of the bid opening.

Transactions involving public works projects, specifically with reference to work to be done in the aggregate amount above \$200,000 for any and all goods and services involved in the project, shall be formally advertised and bid, and shall include written specifications, drawings (if any) and a written agreement in a legally prescribed form.

Some purchases do not legally require a formal bid process no matter what the dollar amount. Those types of purchases are usually for intangible professional services such as consulting, attorneys, architects, inspectors and engineers, products that must be congruent with existing technology or security systems, and software. For purchasing transactions not requiring a formal bid process as described above, the following procedures will be used at the discretion of the director of purchasing and material management:

- A. When the first quote for supplies, equipment or services exceeds \$25,000, written quotations shall be invited from a minimum of at least three vendors.

Professional services may be exempted from this requirement by the vice president, administrative services.

- B. When the first quote for supplies, equipment or services exceeds \$10,000, telephone quotes shall be invited from a minimum of at least three vendors.

The above bid and quote amounts shall not apply to goods or services purchased through the San Diego County Purchasing Agent, purchasing agencies of the state of California or cooperative purchasing agreements with other school districts and/or public agencies or corporations.

Blanket Purchase Orders

Blanket purchase orders may be established with approval of the vice president, administrative services, or designee with vendors who frequently supply items whose purchase cannot be anticipated and stocked. The intent of using blanket orders is to allow more efficient procurement of those goods or services that constitute high volume, low-cost purchases.

Reimbursement for Purchases

Employees purchasing items for the district from their own funds and expecting to be reimbursed do so at their own risk. Reimbursement will be made only if in the normal purchasing sequence a purchase order would have been issued for the item or services purchased. Examples of why a reimbursement might not be allowed are (1) not an emergency; (2) unsuitable or unsafe for its intended usage; (3) not legally viable (e.g. a contractual obligation to purchase from another vendor); (4) insufficient budget funds; (5) could have been purchased at a significantly lower price from another source; (6) failure of the product to meet established district standards; and (7) repeated abuse or pattern of requests for reimbursement of unauthorized purchases.

Requests for reimbursement must be made by submitting a purchase request accompanied by an itemized original receipt or other valid proof of payment from the vendor. The appropriate budget manager and the director of purchasing and material management must approve the request. If the employee purchase is reimbursable, a request for payment will be issued and the employee will be reimbursed by commercial warrant.

In the event that the employee purchases food from a restaurant or other food service provider where the purchase would typically include the payment of a tip or gratuity, it is understood that a tip is a normal cost directly related to such service and should be treated as a collateral cost of providing meal services. To that end, the district will approve the reimbursement of tips not to exceed the standard 18 percent margin normally allocated for such service.

Procedures for Purchasers

The director of purchasing and material management shall be responsible for developing, disseminating and implementing purchasing and contracting procedures for employees to follow. Such procedures will be developed using a collegial process with a goal of combining simplicity and ease of use with the strict realities of the district's fiduciary responsibility for the public funds entrusted to it. The procedures will be available in hard copy and electronically on the district's website.