



Purchasing and Contracts Department

**Purchasing Threshold Matrix**

	1 Written Quote	3 Written Quotes	Formal Bid	Notes
<p><b>SUPPLIES and SERVICES</b></p> <p><i>(Goods, Supplies, Equipment, Services)</i></p>	<p>\$500* - \$25,000**</p> <p>*All technology and Restricted Funds purchases must be submitted as a REQ.</p>	<p>\$25,001 - \$109,300</p>	<p>&gt;\$109,300</p>	<ul style="list-style-type: none"> <li>• *The following purchases <b>must be submitted as a REQ (regardless of dollar amount)</b>:               <ul style="list-style-type: none"> <li>○ <u>Technology</u> (including equipment and software)</li> <li>○ <u>Restricted Funds</u></li> <li>○ <u>Contracts requiring signatures</u> (only authorized designees may sign)</li> </ul> </li> <li>• **Non-technology purchases less than \$500 may be processed directly at the department level. In lieu of a REQ, departments may use a District credit card or direct invoice from vendor with Net 30 terms. No reimbursements are authorized.</li> <li>• Exemptions:               <ul style="list-style-type: none"> <li>○ Professional Services (services requiring special training such as financial, economic, accounting, legal or administrative) do not require competitive bidding. One quote is sufficient.</li> <li>○ Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals do not require competitive bidding. One quote is sufficient.</li> </ul> </li> </ul>
	1 Written Quote	Informal Bid	Formal Bid	Additional Public Works Project Information
<p><b>PUBLIC WORKS PROJECTS</b></p> <p><i>(Construction, alteration, demolition, installation, painting, maintenance, or repair work - paid in whole or in part out of public funds. Can include pre-construction and post-construction activities related to a public works project.)</i></p>	<p>&lt;\$60,000</p> <p>Projects greater than \$25,000 require Payment and Performance Bonds.</p>	<p>\$60,001 - \$200,000</p>	<p>&gt;\$200,000</p>	<ul style="list-style-type: none"> <li>• Projects greater than \$25,000 require Payment and Performance Bonds.</li> <li>• Prevailing Wages are required for projects greater than \$1,000.</li> <li>• Prevailing Wage Small Project Exemptions:               <ul style="list-style-type: none"> <li>○ \$25,000 for new construction, alteration, installation, demolition or repair</li> <li>○ \$15,000 for maintenance</li> </ul> </li> </ul>