

**Feather River Community College District**  
**Confirmation of Review – Requisition/PO/Change Order Checklist**

Board policy prohibits individuals from incurring any expense without a purchase order signed by the Superintendent/President or the Chief Financial Officer/Business Services.  
 Individuals who purchase goods or services prior to the issuance of a purchase order may be held personally liable for those expenditures.

I have read and understand the preceding statements. Initials: \_\_\_\_\_

Description of Project:

Anticipated Cost and Budget Breakdown:

**Thresholds and Purchasing Requirements**  
**Goods or Services**

**All documentation must accompany this document and precede Requisition input.**

**< \$4,000.00**

☐ One (1) Verbal (documented) or Written Quote

**NO FURTHER REQUIREMENTS**

**\$4000 - \$9,999.99**

☐ Three (3) Verbal (documented) or Written Quotes

**\$10,000 - \$96,700.00**

☐ Three (3) Written Quotes provided to identical Specifications

**\$96,700.01 or Greater**

☐ Proceed to Bidding Requirements (Details provided on the reverse side of this document)

**Public Works**

☐ > \$15,000 (Details provided on the reverse side of this page)

For Equipment exceeding \$750 provide final destination of item(s) purchased:

Building/Room # \_\_\_\_\_

Property Location \_\_\_\_\_

**Capital Improvement Projects:**

If this project results in permanent structural change or the restoration of some aspect of property (enhance value, increase useful life, or alter original use) the Director of Facilities must confer and sign below:

\_\_\_\_\_

**Budget Authority Signature of Approval and Date:** \_\_\_\_\_

**Administrator Signature of Approval and Date:** \_\_\_\_\_

Vendor:

☐ [Vendor W-9 on file](#)  
☐ 900 number requested

Independent Contractor Paperwork Completed:

☐ [Independent Instructions](#)  
☐ [Contractor vs. Employee Certification](#)  
☐ [Independent Contract Questionnaire Completed](#)

**Purchasing Agent Signoff:**

\_\_\_\_\_

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## **Bidding Requirements**

**Please Note:** The Bid Threshold for equipment, materials, supplies, services, and routine repairs/maintenance is adjusted annually for inflation from the baseline of \$50,000, per *Public Contract Code 20111(d)*. the current CA State Bid Limit: \$96,700

The Bid Threshold for public projects (as defined below) has remained unchanged at \$15,000.

**Any order which exceeds the Bid Thresholds must be competitively bid. Please contact Purchasing for assistance.**

## **California Code**

*Public Contract Code 20651(a)* states, “The governing board of any community college district shall let any contracts involving an expenditure of more than fifty thousand dollars (\$50,000) for any of the following: (1) The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district. (2) Services, except construction services. (3) Repairs, including maintenance...that are not a public project. The contract shall be let to the lowest responsible bidder who shall give security as the board requires, or else reject all bids.”

*Public Contract Code 20651(b)* continues stating, “The governing board shall let any contract for a public project...involving an expenditure of fifteen thousand dollars (\$15,000) or more to the lowest responsible bidder.”

*Public Contract Code 22002 (c)* Defines a public project as “(1) construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility (2) Painting or repainting.”

*Public Contract Code 22002 (d)* States that public projects do not include maintenance work defined as “(1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes. (2) Minor repainting. (3) Resurfacing of streets and highways at less than one inch. (4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.”

Furthermore, *Public Contract Code 20657* states, “It shall be unlawful to split or separate into smaller work orders or project any project for the purpose of evading provisions of the Code requiring work to be done by contract after competitive bidding.”

*Education Code 81644* states, “Continuing contracts for work to be done, services to be performed, or for apparatus or equipment to be furnished, sold, built, installed, or repaired for the District, or for materials or supplies to be furnished or sold to the District may be with an accepted vendor as follows: for work or services, or for apparatus or equipment, not to exceed five years; for materials or supplies, not to exceed three years.”