

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANUAL**

**Title:  
PROCUREMENT OF SUPPLIES EQUIPMENT**

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 G H P R O D W Q R S Z R U N Q Y R O Y S Q E O R E Z Q H G H D V H G S H U D D V H L G B L X E O U L R M H F W '  
 L Q F O S D H Q W U G S D L R D V Q S Q E O R Z O H G H D V H G S H U D D V H L G B L X E O U L R M H F W R W  
 L Q F O S D H Q W H Z B D W F H I L E H G S Z U V X D R V & R Q W U D F W H & W G R I Q V G D C
  
- ) 5 H T X H R W U R S R V D D \$ I R U P S D O V R O L F L W D W Z H R Q R R G W H U Y G I H V L D U H G  
 K L J K R O O P R U X R V P S O H Q C R Z K R G C I L Q K I G L V W W K I S O E O V L N S Q B V H R - O I E F O W D V L R Q  
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<b>Title:</b> PROCUREMENT OF SUPPLIES EQUIPMENT AND SERVICES	<b>Number:</b> AP 8.06
<b>Legal Authority:</b> Title 5 Section 5507, California Education Code Sections 70902, 72530, 72533, 81551 et seq., 81641 et seq., and 72530 et seq., California Government Code Sections 4525 et seq. 4529.10- 4529.20, 63050, and 12900 et seq., and California Public Contract Code Sections 1102, 20650 et seq., 22000 et seq., 22050	

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& D O L I B Q Q I R B U X E C I R Q V W U X F V M Z R Q X Q S F M Q 3 3 \$ \$ X E C I R Q W & J D C W V H F W L R Q  
H W V I R Q V W U X F B D L R Q C H Q D Q F S F F R U ~ I L

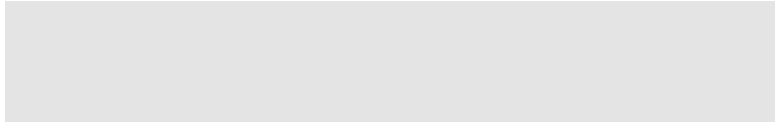


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& R Q V W U X D F G L R S U R Y H R H Q W X Q G X E O R B N X R Q W U D F W V  
D 3 U H Y D Z D L Q H T X L U H P S O W X E O R B N S U R M R Y F W U ' H S D U W P H Q W R I  
, Q G X V W U L D O, 5 H U D W L W R F R V Q W R O D Q W X R E P L V R B R Q I R U P W R ', 5  
Z L W W I K Q U W G D D V W H Z D B G R Q W R U D H M R Z I R H F N P P H Q F Z K L F K H L V H W R R Q H U  
L V H T X L R H R Q W H I D F H W G L Q J I R U R I Q Z V W U X F W L R L Q Q V D W D V O H O U D D W L I R Q Q  
G H P R O R W H B Q L U

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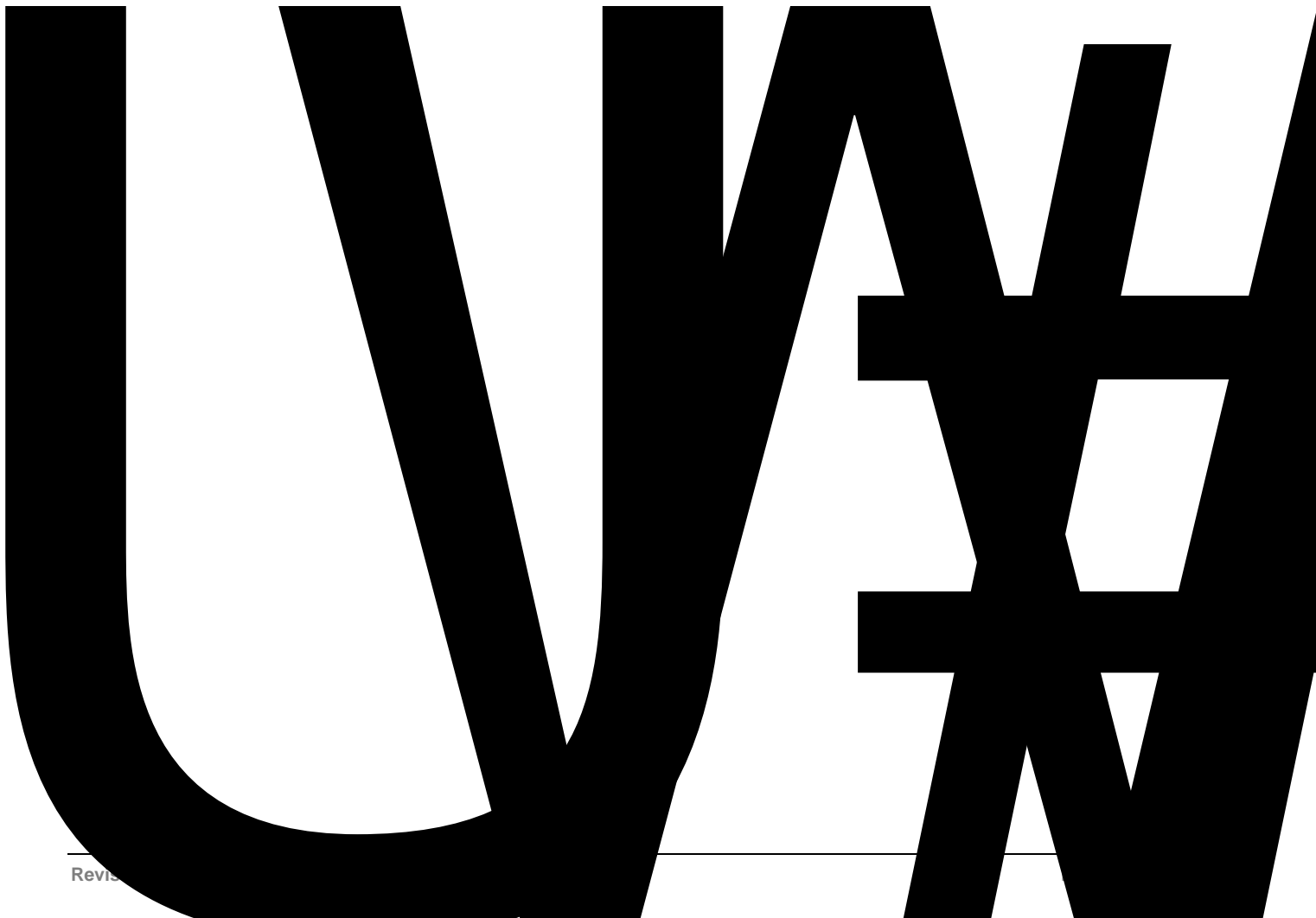
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3ULFH IRU DGHWDFWIBUPLSULFHIRBSDUWLVREDDVVLILFDWLRQ

2QFH DFRQWLQJHGDSDUWLKFRFXPIHQWLVWXVDOYLDQSRQDUDFW  
\$QFKDQJHVKHFRQDODFGZULQVQRQWUDFW









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2 6 R O H R X U F R O H R X U F H E U D Q B X V S E X U J O K H L V L Q J F H S W L R R Q R H P D O  
S U R F X U H X P H O M M Q R Q T X G U H W D L X V H G L I L Q U H V I L R I Q X Q U H T X H V W L W W W U K I F W  
D G K H W B R Q G V J R Y H E U V Q K S U L Q F V S I V H U V Q K 3 X E R Q F V J R G M H F W L R Q D Q E \  
W K H R D U G U X M W H R O H R X U F H U M D U H Q B D E H S S U R S U L D W H S I R W F K B I V X I L U H G  
V R I W Z D S D H R D V U D Q X A D Z D U Q O U H S O D F S D P U H W F P D L O Z V D U O R Q U H V W R U D W L R O  
G R C E H D Q R U L J D Q D X W F K D V G L Q B I V I R Q U E L R Q R X U G H W H U P I L Q D I W Q B Q

( D F K H T X I H R D W R O R X U G H W H U P I Q D V W L R Q P L W W H G R G R X U ) R H U D O R Q J  
Z L V G R F X P H Q W D W L R Q W H R O X S D I R O U S U V 2 7 U H D V F R O V R O R X U F H  
G H W H U P L Q D W L R Q

3 H U V R S O D H O H U H Q B R G R U D Q O H Q G R U  
9 H Q G S H U I R U P D Q R F V H O U L F H  
) H D W X W U K H M H M G P L Q L P X S P H F L I L F R O U M I S F O O Q I R W I K H Q D Q W X G O  
D Q G E R D U X V H I R H T V X K S P H Q W

VII. ) D F L O & W Q M U D F M A K D Q F H B O R V K H L U P G H L Q I J Q U H E M D Q J X B U D H F L O L W L H V  
F D S I R X D V O R Q W L E D X O V R W H F X M R M H Q P B N E H D X W K R W E P I G Z R U N Q W K O  
F R Q W L U D I F W X E M W G H K D Q F H B O R V K H L U G H V L J Q H H

\$ 3 X E O R E J N & R Q W U D F M L R U W S D W X B Q H P F H Q W R Q W U R D V X E F I R Q W U D F W R U  
E L G G L O S H U I R U Z R L L Q S X E Z R B S U R M X F W H J L Z W W K H S D U W R I H Q W  
, Q G X V S H I O L D V O R R U H Q I R U P I D W L R L O K O V E O B G L U F Z R J R W S X E O L F

\$ O D V W E I L L G Q Y L W D O S X F E O R E F R Q W B B F L V F C O X R M L W I L H H J L V W U D W L R Q  
U H T X L U H P H Q W V

6 X E M M W W P D F R Q Q W H J B F S V S L R R Q R F O R H V F H H G I R Q H Z  
F R Q V W U D X G W H B Q W W R O O B B W O R M H S D U U I R P D L Q W H Q D K F H  
' L V W R D R Q D Z D B S Q W W I R R Q W U D Q V R B F R Q W U H J L W E U H W K B  
' H S D U W R I H Q G X V S H I O L D V O R R U H Q V W R D F W Q D I Q O R Q W B S K E O R B W K D W  
G R H O R X W H H J L V W R I Q W G B F W R F R Q W U D F W R U V

% & D O L I B O O L R U X E O L F Q V W U X R W S R F R X Q S / E V B 3 & & \$ 7 K H L V W K D V W  
D G R S W B G & \$ \$ K L D I O O R Z F P X E R V O G L H M W U R F M M G K U H V K B O E O L I R U  
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& 8 3 3 & & \$ X D O L & R H Q W U D F E W R O Q X D B X O F K D W K L D Q O H V W D E R L W K D Q H Z  
X S G D W H J L L W L R Q U X D O E I R Q V U D R W R O R Z V

D \$ Z U L W W H Q Q R W L F H V K I B Q V E H U S K F A O M S O K F L B W H G B D 3 O & \$ \$  
& R P P L V D L Z H Q O D Q \ B W R K B W L K S W F L D E J H H D S S U R S U L D W H

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& 8 3 3 & & \$ \$ X D O L & R H G W U D / E W \$ Q Q X B X O F K D W K L D Q O H V W D E C A L W K D Q H Z  
X S G D W H J L L W M L R T W D O E I R G U D F W G O R Z V

E \$ Z U L W W H Q Q R W L F H V K F Q Q V E W U X F A O M S D K H L E L H O K B O S & \$ \$  
& R P P L V D L R H O O D Q \ B W K B W L K B W F K D G V H E E D S S U R S U L D W H

F 7 K H L V W U S L F E O J L F D W L O P O O C H F H E R E G U V W R W M W X D O L I L F D W L R Q V  
W R X U F K D V L Q J

G 3 X U F K D Z L I O G Y E H R Z W U D F W R P ° D O O

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Title 5 Section 7 >>BDC q 74.784 616.66 482.47 66.12 re W\* n BT 0 g /TT0 1 Tf 9509.7 660.94 Tm ~~Title~~

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	\$ & & 2 8 1 7 & 2 '( 6	AMOUNT	
<b>Special / Professional Services</b>		WR	
		6SHFLDO 6HUYLEF 2QH TXRWH EHLG RUGHU WR LSMUX )<	6SHFLDO 6HUYLEFHVV DUMI DQG DGYLFH LQ ILQDQFL DFFRXQWLQJ OHJDO RU PDWWHUV SHUIRUPHG E\ VSHFLDOO\ WUDLQHG DQ FRPSHWHQW WR SHUIRUF VHUYLEFHV UHTXLUHG
		3URIHVVLQRQDO 2QH TXRWH EHLG RUGHU WR LSMUX )<	3URIHVVLQRQDO 6HUYLEFHV DUFKLWHFWXUDO ODQGY HQJLQHHLQJ HQYLURQ VXUYH\LQJ RU FRQVWUX PDQDJHPHQW ILUPV

	\$ & & 2 8 1 & 2 '( 6	AMOUNT	
		* UHDWHU WKDQ	
<b>Income Generating. For example: Leases, Rentals, etc.</b>		\$SSOLFDFWLRQ OHWWHU RU )DFLOLWLHV 8 WKH %RDUG SULRU WR DFFHSWLQJ IXQGV  5HYLHZ E\ /HJDO &RXQVHO 5DQSDQD 5HROXWURQHHG EHIRUH VXEPLWDO  0XVW IROORZ DSSOLFDEOH 1RWLFH UHTXI UHTXLUHP&DQVRRQLD (GKDFWLRQ &R	



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	\$ & & 2 8 1 & 2 ' ( 6	AMOUNT			
CUPCCAA		\$0 to \$25,000	\$25,001 to \$60,000	\$60,001 to \$200,000	Greater than \$200,001
<b>Construction and/or Improvement of Buildings and/or Grounds (Public Works) And Maintenance</b>		6 X E P L W 5 H T X L V L W 2 Q H X R W H I U R P S U H T X D O I O L V W 6 X E 5 H T L V V X	6 X E P L W 5 H T X L V L 7 K U H H T I U R P W K I T X D O L I L F	6 X E P L W 5 H T X L V L W	6 X E P L W 5 H T X L V L W L

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H1R SDUWLFXODU IRUPDW RU WLPLQJ LV UHTXLUHG XQGHU WKLW RSWL  
GLVFUHWLRQ DV WR KRZ WR REWDLQ WKH TXRWHV \$JHQFLHV VKRXO  
VXILFLHQW LQIRUPDWLRQ DERXW WKH YHQGRUV FDQ IRUPXODW  
TXRWH LQFOXGLQJ FRS\ RI WKH SURSRVHG FRQWUDFW H J VFRSH

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F 0DLQWHG P Q M H X Q G H U            S H U \ H D U I R U H T X L S P H Q W W K D W L V X Q  
G R F X P H Q W H G Z D U U D Q W \ R U Z K H U H W K H U H L V R Q O \ R Q H D X W K R U L J H  
U H S U H V H Q W D W L Y H R U Z K H U H W K H U H L V R Q O \ R Q H G L V W U L E X W R U L O  
V H U Y L F H V X Q G H U                    S H U \ H D U

G & R Q W U D F W V Z K H U H W K H V W D W H L V X Q D E O H W R F R P S H W H D Q G V H O H  
E H F D X V H D ° É @ € ð L F R U ' D V ü U H D W \ E H H Q V H O H F W H G E \ D I H G H U ü V

R U p K H U U H ð X O E X U \ H Q G L e W \ p € ; H U I R U P B V H U Y 0 À F H L B V 7 H F L I L V

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Q & R Q W U D F W , 7 M H U Q R F Q H V W U D L Q L Q J I R U V R W D W K H H S H U D M R Q Q H O L I W K H F  
FR Q W U D F W G R H V Q R W H [ F H H G D Q G W K H F R V W R I P X O W L S O H W  
D V L Q J O H F R Q W U D F W R U G R H V Q R W H [ F H H G S H K U L F G P X O D W L Y H O \ L Q  
+ L V W R U L F D O U H I H U H 7 C F H H [ H P S W L R H Q L L W M L E D L Q L Q J F R X U V H V  
L W G R H V Q R W F R Y H U G H Y H O R S P H Q W F R Q W X U D W Q Q Q J R U Y R W K M U S H U V R  
\$ J H Q F L H V V K D O O Q R W V S O L W F R Q Q G I D F W R U W R W K Y R L G R F R M S B F W W L H Y T H  
\$ J H Q F L H V Z L W K U H F X U V K R O G W D D V B V Q J W K H H H E X P X O D W L Y H D P R X Q W V G  
D Q G J H Q H U D O O R X W K R R E G G R I W K H U H D U H R Q L B H Q Q H Q G V R U G H S D U W F