DEFINITIONS

Approved Exceptions

- Refer to Purchasing/ Procurement Policy section 5: Exceptions from centralized procurement and section 10: exceptions to competitive sourcing 2022 Purchasing Policy.pdf.
- Single or Sole Source: Section 12: non-competitive (sole source) procurement (Request Sole Source Form from Purchasing).
- Emergency Request: Section 10 and 11: exceptions to competitive sourcing Emergency purchases may be made without competitive bidding when time is of the essence and shall be made only for the following reasons:
  - To preserve or protect life, health, or property, **or**
  - Upon natural or declared disaster, **or**
  - To forestall a shutdown of essential services, **or**
  - To avert a significant negative financial impact to the District.

  Note: Written GM approval is required for all Emegency Requests

Agreements

- **Upload the executed agreement as an Attachment to Tyler when submitting your REQ**. For change orders, make sure to submit **ALL** Task orders and if applicable Board Memo and Board Minutes.

CSLB Registration– ALL Public Works/Construction Projects

- **Contractors State License Board (CSLB) Registration**: For any construction or public works project, vendors must register with the California Contractors State License Board.
- **Definition of Public Works:** The construction and/or improvement of public buildings, works, streets, drains, sewers, utilities, parks or playgrounds and every purchase of supplies or materials for these projects. Refer to for a comprehensive California Code, PCC 1101.

DEFINITIONS

DIR Registration–Public Works/Construction Projects

- **Department of Industrial Relations(DIR) Registration:** Vendors must register with the California Department of Industrial Relations for:
  - Construction, Alteration, Demolition, Installation, or Repair projects over $25,000 **or**
  - Maintenance work over $15,000

- Purchasing will create Project No. and note Project No. in the PO Notes section.

Federal Grants/ SAM.gov

- Unique Entity ID: If the procurement is tied to a federal grant, include the Unique Entity ID (UEI) from SAM.gov associated with the vendor in the Department must notify Purchasing of the funding type to ensure compliance is met. Purchasing has a SAM.gov account to access and verify the Unique Entity ID.

Prevailing Wage - Public Works/Construction Projects >$1,000 Only

- **Prevailing Wage:** For public works and construction projects over $1,000, all workers must be paid the prevailing wage. Vendors must list that the prevailing wage rates applies to their fees in their quote, email, or contract agreement.