Santa Barbara County Purchasing Categories

**Tangible Items**
Includes materials, supplies, furnishings, Equipment, operating, maintenance and miscellaneous per County Code Sec. 2-39

- **Up To $3,500**
  - Dept. Authority
  - Requisition/Quotes
  - No Purchasing Approval Required. Department
- **$3,501 to $25,000**
  - Bid
  - No specific competitive requirements. Department Recommendation. Awarded by Purchasing via Purchase Order.
- **Over $25,000**
  - Formal Bid Required

**Professional Services**
Includes advisory services from professionals and specialized consultants

*Architectural & Engineering Services require a competitive qualification process per Gov’t Code 4525 *

- **Up to $3,500**
  - Dept. Authority
  - Requisition
  - No Purchasing Approval Required. Department
- **$3,501 to $200,000**
  - BOS Authority
  - Approved by BOS (Formal Bid not required, but recommended)
- **Over $200,000**
  - Formal Bid Required

**Construction**
*Includes Construction as defined by Public Contract Code 22002

- **Up to $3,500**
  - Dept. Authority
  - Requisition
  - No Purchasing Approval Required. Department
- **$3,501 to $60,000**
  - Informal Bid
  - Informal bid required. ALLOW 4 WEEKS. Purchasing publicly advertises for bids and awards contract to the lowest bidder. Job Order Contract (JOC) is an option for Capital Projects/Public Works approved projects.*
  - Over $200,000
  - BOS Authority
  - Contracts issued by Formal Bid, or by use of Capital Projects/Public Works approved/managed Job Order Contracts (JOC).

**Federal Funding**
Code of Federal Regulations 200.317-326

- **Less than $10,000**
  - Micro
  - No quotations, Equitable distribution
- **$10,001 to $250,000**
  - Small
  - Rate quotations. No cost or price analysis
  - Sealed Bids/Competitive Proposals
  - Over $250,000
  - Formal Bid
- **Unique**
  - Sole Source
  - Public Emergency, no competition, or approved by the authorizing Agency.

*Please contact General Services Capital Projects for additional guidance on these items

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