

## Types of Items We Purchase

- Equipment & Supplies

Agricultural	Audiovisual
Art	Athletic
Electronic	Maintenance
Medical	Musical
Printing	Science
Technology	Veterinary

- Services

Construction	Consulting
Pest Control	Software
Telecom	Transportation

*Los Rios CCD is governed by the State of California Education Code and Public Contract Code which establishes the legal requirements for operations.*

## Los Rios Community College District LOCATIONS



**LOS RIOS**  
COMMUNITY  
COLLEGE  
DISTRICT

### AMERICAN RIVER COLLEGE

4700 College Oak Drive  
Sacramento CA 95841

[www.arc.losrios.edu](http://www.arc.losrios.edu)

**Offsite Centers:** Mather, McClellan, Sacramento Public Safety, Natomas, Twin Rivers Pre-Apprenticeship Training

### COSUMNES RIVER COLLEGE

8401 Center Parkway  
Sacramento CA 95823

[www.crc.losrios.edu](http://www.crc.losrios.edu)

**Offsite Centers:** Elk Grove

### FOLSOM LAKE COLLEGE

10 College Parkway  
Folsom CA 95630

[www.flc.losrios.edu](http://www.flc.losrios.edu)

**Offsite Centers:** El Dorado, Rancho Cordova

### SACRAMENTO CITY COLLEGE

3835 Freeport Boulevard  
Sacramento CA 95822

[www.scc.losrios.edu](http://www.scc.losrios.edu)

**Offsite Centers:** Davis, West Sacramento

## VENDOR GUIDE

### How to do business with Los Rios CCD

*Where education, business  
and community partner!*

## PUBLIC PROJECTS

As a political subdivision of the State of California, all public projects greater than \$1000.00 as defined by the Public Contract Code require payment of prevailing wage rates in accordance with CA Labor Code.

All contractors and subcontractors who intend to bid and perform work on public projects must provide their California license number and Department of Industrial Relations registration number.

General Services Department, Purchasing Office  
1919 Spanos Court, Sacramento, California 95825  
Phone: (916) 568-3071 Fax: (916) 568-3145  
E-mail: [lrccdpurchase@losrios.edu](mailto:lrccdpurchase@losrios.edu)

## Doing business with LRCCD

### Application

To become a new vendor, please contact the Purchasing Office and request the Vendor Packet. It is also available online at [www.losrios.edu/purchasing](http://www.losrios.edu/purchasing). Once the application is received and reviewed a profile will be established in the sourcing database.

### Appointments

Sales Representatives may schedule appointments with Purchasing staff by contacting the main office number at (916) 568-3071 or by sending an email to [lrcdpurchase@losrios.edu](mailto:lrcdpurchase@losrios.edu). To initiate a demonstration or loan equipment for a trial period, prior approval is required from the district Purchasing Supervisor.



### Insurance

Los Rios vendor insurance requirements include general liability, auto liability and worker's compensation. Details on limits may be reviewed in the Vendor Packet.

### Ethics

The Los Rios Community College District subscribes to the twelve (12) - point Code of Ethics for the procurement of services and goods as developed by the non profit group National Association of Educational Procurement, Incorporated (NAEP).

### Purchase Orders

For any type of services, equipment, bids and supplies for Los Rios, a purchase order is issued authorizing the vendor to fulfill the order. Vendors will receive an approved, official purchase order endorsed by an authorized agent demonstrating the funds for the order are available and committed. The purchase order will then be distributed via mail, fax, or email as the vendor prefers.

### Bid Opportunities

Los Rios solicitations are posted on the "Current Bids and Proposals" webpage at [www.losrios.edu/purchasing/bids/index.php](http://www.losrios.edu/purchasing/bids/index.php).

### Purchasing Thresholds

#### Request for Quotations

\$999.00 or less:	No requirement
\$4,999.00 or less:	Informal quotes
\$14,999.00 or less:	Formal quotes <sup>^</sup>
\$87,799.00 or less:	Formal quotes*

#### Formal Bid Requirements

\$15,000.00 or more <sup>^</sup>
\$87,800.00 or more*

<sup>^</sup> Public projects subject to PCC 22002(c)

\* Equipment/Services subject to PCC 2065 I

The purchasing thresholds for comparative quotes are based on the unit price or on the aggregate total of the items requisitioned. District policy grants the Purchasing Office discretionary authority to obtain quotes as

necessary if determined to be in the best interest of Los Rios.

### Quote & Bid Process

Although required by law to accept the low responsive bid for most purchases, every effort is made to consider all evaluation factors. Be sure to clearly indicated any quality and performance features of the product or service to ensure a thorough quote evaluation can be performed prior to making the award.

Formal bids must be submitted and received in the Purchasing Office by the time and date advertised to be considered. If sending by mail, allow ample time for delivery. Fax formal bids cannot be accepted.

### Purchasing Office

The Purchasing Office is managed by the Purchasing Supervisor under the direction of the Director of General Services.



[www.losrios.edu/purchasing](http://www.losrios.edu/purchasing)  
[lrcdpurchase@losrios.edu](mailto:lrcdpurchase@losrios.edu)