

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

AMERICAN RIVER COLLEGE

4700 College Oak Drive

Sacramento CA 95841

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

Offsite Centers: Elk Grove

FOLSOM LAKE COLLEGE

10 College Parkway

Folsom CA 95630

www.flc.losrios.edu

Offsite Centers: El Dorado, Rancho Cordova

SACRAMENTO CITY COLLEGE

3835 Freeport Boulevard

Sacramento CA 95822

www.scc.losrios.edu

Offsite Centers: Davis, West Sacramento

LOS RIOS

COMMUNITY
COLLEGE
DISTRICT

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 \$1,000.00 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

Doing business with LRCCD

Application

To become a new vendor, you may complete the New Vendor Packet available online at www.losrios.edu/purchasing. If you would like the New Vendor Packet emailed or mailed, please email or call the Purchasing Office to make the request. 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 sending an email to lrcddpurchase@losrios.edu or calling the main office number at (916) 568-3071. To initiate a demonstration or loan equipment for a trial period, prior approval is required from the District Purchasing Supervisor.

Insurance

LRCCD 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).

Diversity

Los Rios Community College District recognizes and values the strengths of our diverse backgrounds in students, faculty, staff, and business partners.

Purchase Orders

For any type of services, equipment, bids, and supplies for LRCCD, 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.

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 [^]
\$90,199.00 or less:	Formal quotes [*]

Formal Bid Requirements

\$15,000.00 or more [^]
\$90,200.00 or more [*]

[^] Public projects subject to PCC 22002(c)

^{*} Equipment/Services subject to PCC 20651

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.

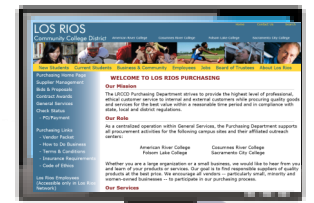
Quote & Bid Process

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. Faxed 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.



Purchasing Webpage

www.losrios.edu/purchasing/