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.

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.

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

How to do business with Los Rios CCD

Where education, business and community partner!
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 lrccdpurchase@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 indicate 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/