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 $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.

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

VENDOR GUIDE

How to do business with Los Rios CCD

Where education, business and community partner!

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, please contact the Purchasing Office and request the Vendor Packet. It is also available online at 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 lrccdpurchase@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.

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
$87,799.00 or less: Formal quotes

Formal Bid Requirements
$15,000.00 or more
$87,800.00 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. 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.