

## Receipt of Bids

All advertised bids will be received ONLY in the Purchasing Department in a sealed envelope identified with the bid name and number prior to the date and time specified in the bid instructions. Bids received after the scheduled bid closing will be returned unopened to the bidder.

## Bid Award

The purchase of goods and/or services shall be awarded to the lowest responsible and responsive bidder. The evaluation of awards may be based upon price, specifications, quality, past performance of supplier or contractor, compatibility of bid items with existing equipment or materials, and, where appropriate, delivery or completion time. After bids have been reviewed and analyzed, a recommendation will be made to the Board of Trustees at the next regularly scheduled Board meeting.

## Bid Documents

The District attempts to explain fully and explicitly what it wants and the terms and conditions of sale. Before bidding, read bid invitations and requests for quotations carefully, including the fine print, to be sure you can comply with all requirements.

## DELIVERIES

All materials for the Riverside Community College District shall be shipped to the address specified as the "ship to" address on the purchase order (PO). The PO number must appear on all packages and packing slips. Receiving hours may vary by location.

## INVOICES

To expedite payment, all invoices should be directed to:  
Riverside Community College District  
Accounts Payable  
3801 Market Street  
Riverside, CA 92501.

*All invoices submitted must reference the appropriate purchase order number.*

## Riverside Community College District

Purchasing Department  
3801 Market Street  
Riverside, CA 92501

<http://www.rccd.edu/purchasing>

## CONTACT US

### Purchasing Department Staff

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Accounting Services  
Manager  
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Purchasing Specialist  
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The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Harassment of any employee/student with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited. 318480, 01/22

## COMMITTED TO EXCELLENCE

*A Guide To:*

## DOING BUSINESS WITH RIVERSIDE COMMUNITY COLLEGE DISTRICT

## PURCHASING POLICIES, PROCEDURES & BID INFORMATION

**MORENO  
VALLEY  
COLLEGE**

**NORCO  
COLLEGE**

## **PURCHASING POLICIES AND PROCEDURES**

The Riverside Community College District (RCCD) Purchasing Department, under the Business and Financial Services Division, handles the procurement of quality goods, services, and construction from responsible vendors at the lowest cost or best value.

The District conducts procurement services with an open, competitive atmosphere that is beneficial to the buyer and the seller. Purchases are made on the basis of quality of product and service, competitive price and delivery.

The Purchasing Department ensures that the procurement of goods and services is conducted in accordance with the procedures set forth by the Board of Trustees, the California Public Contract Code, the California Education Code, and other applicable laws of the State of California and the District's internal control policies.

## **VENDOR REGISTRATION**

Riverside Community College District (RCCD) is committed to providing an equal opportunity for all business enterprises to participate in our purchasing and contracting activities. By registering, you will be placed on the District's qualified bidders list and RCCD will make every attempt to notify registered bidders of bid opportunities. Please note that while registering as a vendor with RCCD places you on the vendor list, it does not guarantee notification of bid opportunities; therefore, vendors are encouraged to regularly check the RCCD purchasing website for solicitations in which your firm may be interested.

To register with our automated database, simply complete and submit an on-line application, which may be obtained by visiting the District's Business and Financial Services website at: <https://www.rccd.edu/purchasing> or by contacting the Riverside Community College District Purchasing Department at (951) 222-8444.

## **VENDOR CONTACT**

Vendors are encouraged to contact individual college and District departments to inform them of the types of products and services they can provide; vendors must understand, however, that such visits are informational only. Any pricing requests are solely for budgetary purposes and are NOT a promise to purchase. To ensure compliance with purchasing policies and procedures, vendors are instructed to contact the Purchasing Department for information on how to do business with the District.

## **BUYING MATERIALS OR SERVICES**

The Purchasing Department acquires materials, supplies, and equipment for all RCCD colleges and departments, and secures bids, public works contracts, requests for proposals, and requests for quotations.

The Purchasing Department assists the college community in all phases of purchasing, including obtaining quotes and bids, dealing with vendors and maintaining purchase order records. Techniques and procedures vary with the size and type of purchase, but all purchasing procedures are designed to encourage open competition.

## **PURCHASE ORDERS**

A purchase order (PO) is an individually numbered business form that the Purchasing Department issues to a vendor to legally commit RCCD to the purchase of goods or services. A PO is a legal contract, which binds the District in accordance with the District purchase order terms and conditions. Purchase orders are required for the acquisition of any goods and services.

## **Unauthorized Purchases**

Any shipment received from a vendor without a current, valid purchase order or authorization from the Purchasing Department will be regarded as a gift. The District is not financially responsible for merchandise sent without prior approval of the Purchasing Department.

To assure yourself that the purchase has been authorized and will be paid, **do not provide materials or services without first obtaining an approved purchase order.**

## **QUOTE AND BID INFORMATION**

### **Purchasing Bid Limits (Formal Bids)**

Per Public Contract Code section 20651, community college districts must competitively bid any contract involving an expenditure of more than \$99,100 (this threshold amount is adjusted annually) for the purchase of equipment, materials, supplies and services (except construction services).

### **Written Quotations (Informal Bids)**

Written quotations for less than \$99,100 for the purchase of equipment, materials, supplies and services (except construction services) shall be solicited to obtain at least three quotes.

### **Public Construction Projects**

RCCD has elected to be subject to the California Uniform Public Construction Cost Accounting Act (CUPCAA) procedures (Public Contract Code 22032). The Informal Bidding Procedures allows the District to award contracts for public construction projects up to \$200,000 without formally bidding the project.

### **Bid Advertisements**

Formal bids are published in the legal section of the Press-Enterprise once a week for two consecutive weeks prior to bid opening. As a courtesy and in addition to the Press-Enterprise ad, registered vendors may be notified via email.