Doing Business with Rio Hondo Community College District

The Rio Hondo Community College District Board of Trustees has adopted a centralized purchasing concept whereby the District will endeavor to obtain the optimal combination of quality, price and delivery in the procurement of goods or services. The Board of Trustees has adopted policies and procedures to meet these policy goals.

This general information is published in compliance with Sections 54202 and 54204 of the California Government Code. The Rio Hondo purchasing philosophy is to maintain the public trust by incorporating the highest ethical standards and best value in the procurement process for the maximum benefit of students, faculty and staff. The Rio Hondo College procurement professionals use their expertise to ensure that all transactions meet legal requirements, district policies, and industry best practices.

Under the law, the Board of Trustees has the ultimate responsibility for purchases and contracts of the District. The Board of Trustees, in accordance with Education Code Section 81656, delegates authority to the Superintendent/President who authorizes the Director of Contract Management and Vendor Services to purchase supplies, materials, apparatus, equipment, and services involving expenditures by the District up to, but not to exceed limits in accordance with Public Contract Code (PCC) 20651 et. seq. All contracts entered into by such designate shall be approved, or ratified by the Board of Trustees, as evidenced by a motion duly passed and adopted.

PURCHASING AND BID INFORMATION

- **PURCHASE ORDERS:** The acquisition of materials and/or services in limited quantities may be made by issuing a purchase order, following competitive negotiations with vendors.

- **VENDOR WARNING:** Purchases made in the name of the District without an authorized purchase order, shall be considered an obligation of the person making the purchase and not an obligation of the District.

- **CONTRACTS:** Construction projects under $15,000 and professional service agreements may be let on District approved contracts. Contracts are not valid unless issued by a District representative authorized by Education Code Section 81656 and approved or ratified by the Board of Trustees.

- **QUOTATIONS:** Verbal or written quotations may be secured for equipment, supplies, and services not requiring formal advertised bids or proposals.
• **FORMAL BIDS AND PROPOSALS:** Formal advertised bids or Requests for Proposals are required for equipment, supplies, and services exceeding the limits established in Public Contract Code 20651.

• **BID ADVERTISEMENTS:** The Whittier Daily News is the newspaper of record for all advertised bids. Bid announcements are published once a week for two consecutive weeks, usually in the legal section. Some construction projects will be listed in listed in appropriate trade publications. All bids and RFP’s are posted on the Rio Hondo College Contract Management and Vendor Services web page.

• **BOND AND SURETY REQUIREMENTS:** All bidders may be required to provide a Bid Bond with certain types of advertised bids. Successful contractors and bidders may, in addition, be required to furnish any or all of the following:
  - 100% Performance Bond
  - 100% Payment Bond (mandatory for all construction over $25,000)
  - Proof of public liability insurance with endorsements
  - Workers’ Compensation
  - IRS W-9 Form
  - Verification of current contractor license

Specific requirements will be outlined in each advertised bid or contract.

• **NONCOLLUSION AFFIDAVIT:** In addition to other bid documents, bidders on public works projects are required by Public Contract Code section 7106 to submit a certification form that they have not colluded with another bidder.

• **RECEIPT OF BIDS:** All formal advertised bids will be received ONLY in the location designated in the bid documents. The bid shall be submitted in a sealed envelope identified with the bid name/number prior to the date and time specified in the bid instructions. The date stamp in the Purchasing Office determines whether or not a bid is received on time. Bids received after the scheduled time will be returned unopened to the bidder.

• **BID OPENING:** Presence at bid openings is not required although vendors and contractors are welcome to attend.

• **AWARD:** The purchase of goods and/or services shall be awarded to the lowest responsible and responsive bidder. The evaluation of responses for award may be based upon price, terms, specifications, past performance of supplier or contractor, compatibility of bid terms with existing equipment or materials, and where appropriate, delivery or completion time. Per Education Code Section 81645, contracts for electronic data processing systems and equipment, electronic telecommunication equipment, supporting software and related materials, goods and services may be awarded to the party who has submitted one of the three lowest responsible competitive proposals or competitive bids.
After bids have been reviewed and analyzed, a recommendation shall be made to the Board of Trustees at the next scheduled board meeting. Bids will be available for review in the Purchasing Office within three days of opening.

- RELIEF OF BIDDERS: A vendor or contractor may be relieved of a bid in which a mistake was made in filling out the bid form and which was not due to an error in judgment or to carelessness in inspecting the site of the work, or in reading the specifications or plans. The vendor must give a detailed written notice of the mistake to the District within five (5) days of the opening of the bids. A bidder who is relieved of a bid will be prohibited from participating in further bidding on the project/purchase (Public Contract Code Section 5103).

- MSDS: Vendors are required to provide Material Safety Data Sheets (M.S.D.S) from the manufacturer for all products that are hazardous, as defined by Title 8, California Code of Regulations.

- HAZARDOUS WASTE: Contractors transporting hazardous materials on or off campus must supply an approved manifest to the Director of Facilities.

- EQUAL OPPORTUNITY: The Rio Hondo Community College District is an Equal Opportunity Employer and conducts its business activities without regard to race, color, national origin, ancestry, religious creed, physical disabilities or sex. The District may require certain contractors to supply data on use of the Department of General Services (DGS) certified Small Business/Disabled Veteran Business Enterprise (DVBE) to comply with the DGS SB/DVBE participation programs.

**THINGS YOU NEED TO KNOW**

**Deliveries:** All materials shipped to the Rio Hondo Community College District main campus shall be delivered to the main Warehouse/Central Receiving area, unless otherwise specified on the purchase order. The purchase order number must appear on all packages and packing slips. Receiving hours are 8:00 AM to 4:00 PM Monday through Friday. [Map of Rio Hondo College](#)

**Invoices:** To expedite payment, a standard IRS form W-9 must be on file with the District. All original invoices should be directed to Accounts Payable and shall include the purchase order or contract number.

**Vendor Calls and Campus Visits:** The Department of Contract Management and Vendor Services is located in the Administration Building, 1st floor, Room A-122 (enter through A-103). Parking requires a paid permit in all parking lots. Vendor hours are 9:00 AM to 3:00 PM Monday through Friday. Appointments are suggested so that a free parking permit may be issued in advance. Call (562) 908-3413.