

PURCHASING - SOURCES OF SUPPLY

AP No. 6331

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I. Sources of Supply

The Director of Contract Management and Vendor Services determines sources of supply and utilizes all available sources, including Requisitioner in:

- A. Establishing specifications; and
- B. Checking legal requirements; and
- C. Determining the eligibility of vendors on the basis of such factors as location, services reputation, financial stature and stability
- D. All other things being equal, local vendors are given preference.

II. In accordance with Public Contract Code Section 20657, Informal bidding may be used on work, projects, services, or purchases that cost up to the limits set forth in Public Contract Code Section 20651. For the purpose of securing informal bids, the Board shall publish annually in a paper of general circulation published in the district, or if there is no such paper, then in some paper in general circulation in the county, a notice inviting contractors to register to be notified of future informal bidding projects. All contractors included on the informal bidding list shall be given notice of all informal bid projects, in any manner as the District deems appropriate.

III. The Purchasing Office maintains current vendor lists and data base, current directories and catalogs and frequently meets with sales representatives to discuss and evaluate their products. Vendor will remain in the data base for a period of two (2) years after which the listing shall be removed and the vendor will be required to resubmit a vendor application form to be reinstated into the data base.