

# How do I purchase a *product*?

## \$1,000 - \$5,000

- Get 3 informal quotes, or Purchasing can get them for you - “comparison shopping” (vendor letter/email).
- Choose the most cost-effective vendor quote that meets your needs.
- Attach **ALL** vendor quotes to a Purchase Requisition form (website: “Online Forms”).
- Obtain signature at site. Requisition then goes to Budget/Purchasing for PO.
- For expedited help, call Purchasing at X50761. Buyers can help with obtaining quotes from vendors as needed.*

## \$5,000+

- Get 3 formal quotes - you or Purchasing Dept. - on vendor letterhead.
- Choose the most cost-effective vendor quote that meets your needs.
- Attach vendor quote to a Purchase Requisition form.
- Obtain signature at site. Requisition then goes to Budget and Purchasing for PO.



## \$88,300+ (or \$175K public works)

- Formal bid limit
- Product must be procured by formal public bid process.
- Work with Purchasing/Contracts Dept. on RFP, RFQ, advertisement, posting of bid

**CALL 566-1618 FOR PURCHASING HELP! 😊**

**Online Forms are at [www.twinriversusd.org/forms/](http://www.twinriversusd.org/forms/)**

# How do I purchase a *service*?

## \$<35,000 (*Board approval not required*)

- Get 3 quotes from contractors. Keep them in a file.
- Choose the most cost-effective contractor that meets your needs
- Attach contractor quote to a **Service Agreement/Contract <\$15,000** .
- Service Agreement goes through signature cycle, to Budget, then to Purchasing for PO.

## \$35,000+ (*Board approval required*)

- Get 3 formal quotes (you or Purchasing/Contracts Dept.)
- Choose the most cost-effective contractor that meets your needs.
- Attach contractor quote to a **Service Agreement/Contract \$15,000+** .
- Service Agreement goes through signature cycle, to Budget, then for **Board Approval** and back to Business Services/Purchasing for PO.

## \$88,300+ (or \$175K public works) (*Board approval and public bid required*)

- Formal bid limit – By law, services must be procured by **formal public bid process**.
- Work with Purchasing/Contracts Dept. on RFP, RFQ, advertisement, posting of bid



**CALL X50700 FOR CONTRACT & BIDDING HELP☺**  
**Online Forms are at [www.twinriversusd.org/forms/](http://www.twinriversusd.org/forms/)**

## Other: Vendor Contracts; MOUs

- Use TRUSD form Service Agreements for services whenever possible.
- If Vendor insists on using their contract, call us (UC Davis, SCOE, other large govt. agencies) X50700.
- If contract is for an event or location rental, attach vendor contract to a **CONTRACT ROUTING/APPROVALS** sheet to obtain internal stakeholder approvals.
- **MOUs** – Memorandum of Understanding – typically has no \$ value. Use the CONTRACT ROUTING/APPROVALS Sheet to obtain internal stakeholder approvals

**CALL X50700 FOR HELP☺**

**Online forms are at:  
[www.twinriversusd.org/forms/](http://www.twinriversusd.org/forms/)**

TRUSD Purchasing/Contracts Jan 2015





## Exception: Facilities/Construction Projects

- **No Self-Serve option!**
- **ANY** Facilities-related project is subject to the Public Works code, prevailing wage requirements, and bidding\$ thresholds.
- **Call Contracts - X50700 or Facilities X55571**

