

Foothill-De Anza Community College District Purchasing Services  
Policy for Posting Bidding Opportunities on BidNet  
(as of June 6, 2014)

The District's goal in using BidNet is to advertise the quotation or bidding opportunity to a larger number of prospective vendors. The advertisement must tell the vendors how to obtain the bid documents. Such documents may be informal (RFQ - Request for Quotation) or legally advertised formal bid documents (ITB - Invitation to Bid). They may also be legally advertised or non-legally advertised RFP's - Requests for Proposals. All such bid documents can be posted at BidNet. However, legally advertised ITB's and RFP's (and related amendments) must be posted in a "read only" or "fillable" format only so they will be secure from unauthorized editing.

Due dates must allow sufficient time for vendors to respond, preferably 7 to 10 working days (but at least 5 working days) for RFQ's. More time should be allowed for the legally advertised ITB's and RFP's in accordance with the applicable Purchasing Services bid calendar.

Vendors register on BidNet at their option. Buyers can solicit quotes or bids from vendors regardless of whether they are registered on BidNet. Therefore, BidNet's process does not replace the District's other Invitation to Bid (ITB) or Request for Quotation (RFQ) procedures; it supplements those procedures. If the Bidder's List for a particular RFQ or ITB includes non-registered vendors, and it often will, then amendments or other information posted on BidNet will not reach all vendors on the Bidder's List. It will be necessary to e-mail or fax such amendments or information directly to the non-registered vendors.

#### What to Post on BidNet

Consistent with Board Administrative Procedure 3140, post on BidNet as follows:

- 1. Purchases, rentals, or leases of supplies, materials, equipment, and services (except professional services and construction services):**
  - Expenditures of \$0 to \$10,000 require at least one documented verbal or written price quotation. **It is not necessary to post these minor RFQ's on BidNet.**
  - Expenditures from \$10,001 to the Public Contract Code §20651 bid limit (\$84,100 as of 1/1/14) require at least three written price quotations. **Post these RFQ's on BidNet** unless it is an urgent request and insufficient time is available to post. Document the time urgency and file it with the Requisition and PO.
  - \$84,100 or more is a formal advertised bid. **Advertise in the San Jose Post Record and Post on BidNet.** If distribution of documents via BidNet will not be

secure or efficient, post just the legal ad, i.e., the Notice to Bidders, on BidNet so vendors will know how to obtain the bid documents.

**2. Construction Services and Public Projects:** If Purchasing Services receives a Purchase Requisition from Plant Services for a Public Project greater than \$1,000 but less than \$15,000, and Plant Services has not already solicited quotations, Purchasing will post the bid opportunity on BidNet as explained below:

- Expenditures with a total cost of \$0 to \$1,000 require at least one price quotation obtained from a licensed contractor by Plant Services staff in conjunction with specifications prepared by Division/Department manager. In accordance with Public Contract Code section 20657, all contractors included on the District's informal bidding list shall be given notice of all requests for quotations in any manner as the district deems appropriate. **Purchasing Services will post on BidNet unless it is an urgent request and insufficient time is available to post. Document the time urgency and file it with the Requisition and PO.**
- Expenditures with a total cost of \$1,001 to \$14,999 require that Plant Services staff invite at least three licensed contractors to submit written price quotations using public project quotation forms provided by District Purchasing. In accordance with Public Contract Code section 20657, all contractors included on the District's informal bidding list shall be given notice of all requests for quotations in any manner as the district deems appropriate. **Purchasing Services will post on BidNet unless it is an urgent request and insufficient time is available to post. Document the time urgency and file it with the Requisition and PO.**
- If the estimated cost is \$15,000 or more, Purchasing Services will conduct a formal advertised bid, **advertise in the San Jose Post Record and Post on BidNet**. If distribution of documents via BidNet will not be secure or efficient, Purchasing Services will post just the Notice to Bidders on BidNet so that vendors will know how to obtain the bid documents.

### **3. Professional Services and Independent Contract Opportunities**

Purchasing Services will post notices for these opportunities upon request by campus administrators. However, if Purchasing receives a Purchase Requisition and a properly authorized contract for a vendor already selected by the campus administrator, Purchasing Services will not post a notice on BidNet.

#### **4. Quote or Bid results**

Currently, Purchasing Services is not posting bid results on the BidNet website. However, in the future Purchasing Services may post quote results at approximately the same time a purchase order is issued to the selected vendor. Similarly, Purchasing may post the results of formally advertised bids at approximately the same time the Notice of Intent to Award is distributed to the bidders.