



# RIVERSIDE COUNTY REGIONAL PARK DISTRICT

## PURCHASING SUMMARY BID SHEET INSTRUCTION GUIDE

*(Purchases \$1,000 to \$2,500)*

The following instructions will assist to properly complete the Purchasing Summary Bid Sheet, the attached Bid Sheet is numbered to help guide you through these instructions. It is highly recommended that you use the electronic version of the Bid Sheet as it will do all the calculating for you. However, you may continue to use the hardcopy.

1. **DATE:** Current Date
2. **REQ #ISSUED:** Purchasing/Accounting Use Only
3. **PO # ISSUED:** The One-Time Purchase Order Number issued, if applicable.
4. **VERBAL:** Quotes you obtained by telephone.
5. **WRITTEN:** Any hardcopy quotes you received from the vendor *(required for Public Works and Services from the lowest vendor)*. *Reminder: Public Works & Services must be forwarded to Purchasing prior to work or service being performed.*
6. **FAXED:** Any faxed quotes you received from the vendor *(required for Public Works and Services from the lowest vendor)*. *Reminder: Public Works & Services must be forwarded to Purchasing prior to work or service being performed.*
7. **EMAIL:** Any emailed quotes you received from the vendor *(required for Public Works and Services from the lowest vendor)*. *Reminder: Public Works & Services must be forwarded to Purchasing prior to work or service being performed.*
8. **EMERGENCY:** If this is an emergency, immediately fax the bid sheet to (951) 955-4795 and follow up with a phone call to: Angela Kilgo @ (951) 955-4308, Jamie Garcia @ (951) 955-4726 or Megan Gomez @ (951) 318- 5788.
9. **CONTRACT:** Specify if on contract. Refer to Blanket Account Listing. Example: RIVCO, PARKS or PKARC etc.
10. **P-CARD/BLANKET ACCOUNT:** Check if purchasing by your P-Card OR covered by a Blanket Purchase order.
11. **VENDOR INFORMATION 1:** Provide the vendors company name, address, city, state, zip code.
12. **VENDOR INFORMATION 2:** Provide the vendors company name, address, city, state, zip code.
13. **VENDOR INFORMATION 3:** Provide the vendors company name, address, city, state, zip code.
14. **ACCEPT PO:** Enter a Yes or No - For ALL purchases \$1,000 to \$2,500 and above not covered on a blanket account or P-Card.
15. **CONTACT NAME/PHONE:** Provide the vendors name and his/her telephone number.
16. **QTY:** How many do you want?
17. **UNIT:** Example: EA (Each), HR (Hours), CS (Case) etc.

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18. **PART NO. DESCRIPTION:** Specify what you want or the purchase is for.
- a. Example: 1 EA #KRP-120678 Model #558 Chain Saw
  - b. Example: 10 EA #SKU-1234 Pine Wood 4 X 8's.
19. **UNIT PRICE:** How much is each item. Place each vendors unit price in the appropriate section.
20. **EXTENDED PRICE:** These fields automatically calculate each vendors extended total amounts based on the QTY and their unit cost.
21. **OR EQUAL PART:** Without compromising the quality of the commodity you are purchasing, place the item/part number and model type of the "or equal" product here.
22. **COMMENTS:** Use this section for special instructions and/or additional information for products being purchased.
23. **CALCULATED FIELDS:** This section automatically calculates sub-total, tax and totals for each vendor. However, you will need to enter the shipping cost and the labor cost. It will then automatically be included in the total.
24. **RIV CNTY LOCAL VENDOR PREFERENCE +5%:** In the field to the right of Riv Cnty Local Vendor Preference +5%, enter Yes or No if the vendor is outside the boundaries of Riverside County. County of Riverside requires 5% to be added to all vendors outside of this area. The field next to Yes or No is formulated to add 5% when you say No and will not calculate if you say Yes. **DO NOT LEAVE THE FIELD BLANK!**
25. **DVBE:** You may also need to ask the vendor if he/she is registered with the County of Riverside as a "Disabled Veteran Business Enterprise". In the field to the right of DVBE, enter Yes or No. The field next to Yes or No is formulated to add 3% when you say No and will not calculate when you enter Yes.

\*\*\*Special Note for items 24 and 25:

- A. Item 24 will add 5% to all vendors outside Riverside County. Ask yourself: "Is this vendor inside Riverside County?"
- B. Item 25 will add 3% to all vendors not a Disable Veteran Business Enterprise. Ask yourself: "Is this vendor a Disabled Veteran?"
- C. Vendors can claim one or the other, but not both. If they say yes to #24 then #25 is not a valid claim. If they say yes to #25, then #24 is not a valid claim.
- D. Do not leave the Local Preference field "BLANK". However, if you place a Yes in the Local Preference, we will automatically know the vendor cannot claim the DVBE and visa versa.

**SPECIAL INSTRUCTIONS/CLARIFICATION:** All purchases must be covered by a purchase order that are not covered by a Blanket Account or P-Card purchase for \$200 or more. You will need to fax the Form 10 to (951) 955-4795 and call Angela at (951) 955-4308 or Jamie @ (951) 955-4726 for your purchase order number. If this is urgent, purchase orders may be let out by phone.