



HOW TO USE RIVCO CONTRACTS!

What is a RIVCO Contract? A RIVCO contract is provided by the County of Riverside Central Purchasing Department through the formal competitive bid process for ALL County Departments to utilize.

How to use a RIVCO Contract? Most RIVCO contracts are generally uncomplicated, however, there are a few that require a closer review. All RIVCO contracts contain itemized line items, and can contain several line items per contract. Each line item may consist of a single product/service or general category for a variety of similar or closely related items by nature of preparation, consistency.

RIVCO Contracts and Finance? RIVCO contracts are linked to Finances' level of the accounting hierarchy from purchase order issuance to payment processing. It's imperative that the correct contract and categories are selected when placing your order.

If you purchase from Sysco – Kitchen Items, such as bricks, dinner ware, and Sysco does not have this category, Finance is not able to reference it on the RIVCO contracts at the time of payment and may inadvertently charge to an incorrect budget account. This does affect the Programs budget.

The consequences of ordering something that isn't on contract could be more severe. It's like buying an item without getting quotes first, because items that aren't on the contract don't have the confirmed lowest pricing as negotiated by Purchasing.

Examples of General Category Items:

Line	Item (Commodity Code)	Description	UOM	Sample of items contained within this category.
1	RI39356-0001	Category #1 Dry Groceries.	EA	All types of Flour, pasta, spices, sugar, chips, cones, cereals.
2	RI39356-0002	Category #1 Frozen Foods, include special dietary products.	EA	TV Dinners, Frozen Pizzas,
3	RI39356-0003	Category #3 Meats, Fresh or Frozen, Pre-Cooked	EA	Lunch Meats, Hamburger, Hot Dogs and the like.



Examples of Single Product/Service Line Items:

Line	Item (Commodity Code)	Description	UOM	Sample of items contained within this category.
1	RI39357-00012	Toshiba Copiers	EA	Only Toshiba Copiers can be linked to this line item.
2	RI39357-00013	Toshiba Copier Maintenance	EA	Only Toshiba Copier Maintenance can be linked to this line item.

Pros and Cons:

Although, the vendor may carry a variety of items you wish to purchase, you may only purchase those items that are covered on a specific contract which have a valid category line item:

Example:

US Food Contracts has ten (10) line items as follows:

1. Dry Goods
2. Frozen Foods Including Dietary Foods
3. Meats, Fresh, Frozen and Pre-Cooked
4. Poultry Fresh, Frozen and Pre-Cooked
5. Seafood
6. Refrigerated Products
7. Milk Products
8. Fresh Produce
9. Kitchen Supplies and Small Equipment
10. Emergency only all products



REGIONAL PARK AND OPEN SPACE DISTRICT Purchasing on Countywide RIVCO Contracts

PROs –

- Just about everything you need to purchase will fall under one of the above categories. That makes this contract very valuable when providing concessionaire services.
- Where an item may fall into 1 or more general categories, place it in the most appropriate category.

CONs –

- If your grocery list includes Fresh Produce (8), Bakery Items (no category listed), Hot Dogs (3), then you would not be able to purchase any Bakery Items from the US Foods Contract. You would need to use an alternate RIVCO Contract to Purchase these items. You would need to use the Sysco contract which does contain Bakery Items.
- Similarly, if another contract, Sysco, does not allow a specific category to purchase Kitchen Supplies and Small Equipment, then you would not be able to purchase those items on the Sysco Contract, you would use the US Food Contract which allows for these item.
 - You might ask yourself, well..... Bakery items could fall under Dry Goods. The answer is no, because dry goods are not baked items, and baked items are not considered dry goods, because they are baked in order to prepare them, like cookies, cakes, breads, muffins etc

If you have any questions or need assistance, please free to call Angela at (951) 955-4308 or Jamie at (951) 955-4726 or email parksfinance@rivco.org You may also visit the Parks Intranet site to download this helpful information “How To Use RIVCO Contracts”