

County of Ventura GSA Procurement Quick Reference Guide

<http://gsa.countyofventura.org/bid>

Bid Threshold	\$1-\$10,000	\$10,001-\$35,000	\$35,001 & over	Board Approval
Products	Department Discretion	Written Quotation	Sealed Bid	Not Required
Maintenance and Repair	Department Discretion	Written Quotation	Sealed Bid	Required, if over \$100,000
Services*	Department Discretion	Department Discretion	Sealed Bid or RFP	Required, if over \$100,000
Bid Threshold	\$1-\$10,000	\$10,001-\$45,000	\$45,001 to \$175,000	Over \$175,000
Public Projects/Construction	Department Discretion	Written Quotation	Sealed Bid	Not processed by Procurement

* IT projects and software same as services - Please refer to GSA Procurement Guide for more information.

EXCEPTIONS TO BIDDING REQUIREMENTS

Emergencies

Sole Source

Piggyback

Used Equipment

Buying from other Government Agency

Utilities

Medical Services

Legal Services

DEPARTMENT'S RESPONSIBILITIES:

Provide proof of 3rd party approvals where applicable - i.e. HR, ITDS, ITC (for IT projects over \$50,000)

Make only authorized purchases.

Obtain purchase orders before buying.

Submit requisitions to Procurement Services in a timely manner.

Communicate procurement needs openly and clearly to Procurement Services.

Provide generic or non-proprietary specifications with each requisition.

Process vendor invoices in a timely manner.