



## 2024-2025 PURCHASING QUOTE REQUIREMENTS

All Purchases, Except Custom Items, Public Projects, and Public Works	Promotional Items such as custom shirts, tumblers, trophies, lanyards, and similar items	Construction (Public Project/Public Works)	Quotes/Documents Needed
\$0.01 - \$4,999.99	\$0.01 - \$ 14,999.99	\$0.01 - \$14,999.99	<p><b>One (1) quote or current price list with purchase details</b></p> <p><b>*Public Works and Maintenance work over \$1,000 requires prevailing wage</b></p>
\$5,000 - \$24,999.99	\$15,000 - \$24,999.99	\$15,000 - \$24,999.99	<p>A minimum of two (2) written quotes on the vendors letterhead</p> <p><b>*Maintenance Contracts over \$15,000 require Department of Industrial Relations (DIR) Registration</b></p>
\$25,000 - \$114,799.99	\$25,000 - \$114,799.99	N/A	A minimum of three (3) quotes on the vendors letterhead
N/A	N/A	\$25,000 - \$74,999.99	<p>A minimum of three (3) quotes on the vendors letterhead</p> <p>A Construction Services Agreement Performance and Payment Bonds PWC-100 Registration*</p> <p><b>*Projects over \$25,000 for new construction, alteration, installation, demolition or repair require Department of Industrial Relations (DIR) Registration</b></p>
N/A	N/A	\$60,000 - \$219,999.99	<b>Informal Bid Process: Contact Purchasing Services</b>
\$114,800	\$114,800	\$220,000 or more	<b>Formal Procurement Process: Contact Purchasing Services</b>

Purchasing Services: (909) 873-4326 • 260 S. Willow Ave, Rialto, CA 92376

Board of Education: **Joseph W. Martinez**, President, **Edgar Montes**, Vice President, **Evelyn P. Dominguez, LVN**, Clerk  
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