

GCCCD

District Services

QUICK REFERENCE

Quotation/Bid Requirements

Supplies, Materials or Services

Formal bid required for amounts over the bid limit (\$76,700 as of 7/1/09)

- For purchases of \$5,000 to \$15,000 a reasonable effort must be made to obtain three quotes in writing.
- For purchases of \$15,000 up to the bid limit, at least three written quotes must be obtained.
- Purchases that exceed the formal bid limit (\$76,700 for 08/09) must go out for a competitive bid.
- Bid limit is adjusted annually by state statute

Construction, Repairs or Public Works

Formal bid required for amounts over \$15,000

- For work that is estimated to be \$3,000 to \$5,000 a reasonable effort must be made to obtain three quotes either by phone or in writing.
- For work that is estimated to be \$5,000 to \$15,000 at least three written quotes are required.
- Work that exceeds the formal bidding limit of \$15,000 must go out for competitive bid.