

PURCHASING REFERENCE GUIDE

Revision Date – February 9, 2023

Where to start?

1. Determine what you need.
2. Check with Purchasing for Blanket Purchase Orders (BPOs) and/or cooperative purchase options.
 - If none, see appropriate section for required approvals and documents.
3. Submit RFP/RFQ and Bid documents to Purchasing for review before submitting requisition.

Who to contact?

Contract/Procurement Managers

Signe Sugiyama 565-3087
Don Moore 565-2433
Brenda Haas 565-1791

Buyers

Chelsea Woodworth 565-3430
Phillip Whipple 565-2010
Soms Suvanasing 565-1790
Garrett Heinz 565-1787

Supplier Portal Assistance

supplier-desk@sonoma-county.org

Goods

\$0 to \$7,000

Approval: Department Head

- Delegated Purchasing Authority
- Exceptions - modular furniture, information technologies and related items, and others; refer to Goods Policy for more information. Submit a requisition for these exceptions.

\$7,000 to \$60,000

Approval: Purchasing Supplier Portal or Department Solicitation

- Two or more quotes; three quotes preferred

Above \$60,000

Approval: Purchasing Supplier Portal Solicitation

- Department may obtain a quote for budget estimate only.

Services

\$0 to \$5,000

Approval: Department Head

- Executed Contract
- Insurance Certificate
- Independent Contractor Checklist
- Living Wage Verification

\$5,000 to \$50,000

Approval: Department Head Department Solicitation

- Executed Contract
- Insurance Certificate
- Independent Contractor Checklist
- Living Wage Verification

\$50,001 to \$100,000

Approval: Purchasing Agent Supplier Portal Solicitation

- Executed Contract
- Insurance Certificate
- Independent Contractor Checklist
- Living Wage Verification

Above \$100,000

Approval: Board of Supervisors (BOS) Supplier Portal Solicitation

- Executed Contract
- Insurance Certificate
- Independent Contractor Checklist
- Living Wage Verification
- County Counsel Approval
- Approved BOS Summary

Note: Contract term CANNOT exceed three years without Board approval, regardless of dollar amount

Construction

\$0 to \$5,000

Approval: Purchasing

- One or more quotes
- Confirmed DIR registration *
- Insurance Certificate
- Confirmation from Department that quote is based on prevailing wage

\$5,000 to \$60,000

Approval: Purchasing

- Three quotes preferred
- Confirmed DIR registration *
- Insurance Certificate
- Confirmation from Department that quote is based on prevailing wage

\$60,000 to \$200,000 (Informal)

Approval: Purchasing Supplier Portal Solicitation

- Bid package
- Confirmed DIR registration *
- Insurance Certificate
- Confirmation from Department that quote is based on prevailing wage

\$200,000 and above (Formal)

Approval: Board of Supervisors (BOS) Supplier Portal Solicitation

- Bid package
- Confirmed DIR registration *
- Insurance Certificate
- Performance Bonds
- Confirmation from Department that quote is based on prevailing wage

* Contractors must be registered with the California Department of Industrial Relations (DIR) before providing a quote, participating in a bid, or performing any work on a public work project.