

# Comparative Shopping Guide

To ensure that the School District is obtaining materials and services at the most competitive price, State Law requires “comparative shopping” before the purchase is made. The guideline for comparative shopping varies according to the size of the purchase, ranging from informal price quotes to official advertised requests for sealed bids. These guidelines used are in the best interest of the District and described as follows:

|                          |   |
|--------------------------|---|
| <b>Informal Quotes</b>   | Purchases under \$10,000 do not require a quote. However, quotes are highly recommended, as they will expedite the purchasing process.  |
| <b>Formal Quotes</b>     | Purchases from \$10,000 to \$99,100 for services, equipment and materials will <b>require</b> two (2) formal written quotes. Purchasing, site and/or department shall obtain a formal quote that is written on company’s letterhead. Purchasing will perform and/or assist the site with this task.   |
| <b>Advertised Bids</b>   | <p>All purchases that exceed the legal bid limits must adhere to the advertised bid procedure required by the State of California. The Board of Trustees must then approve the recommended award. District funds cannot be committed prior to Board approval on purchases of this size. Purchasing will facilitate advertised bids. The bid process may take up to 7 weeks from the time of budget approval to the final authorization of the Board of Trustees. The threshold for 2022 is \$99,100.</p> <p>The San Dieguito Union High School District (“District”) has adopted the Uniform Construction Cost Accounting Procedures under Public Contract Code §22000 et seq. The Act allows for public project work in the amount of \$60,000 or less to be performed by a public agency’s force account, by negotiated contract, or by purchase order (Section 22032(a)). Public projects in the amount of \$200,000 or less may use the informal bidding procedures set forth in Section 22032(b) of the Act. Public projects at a cost of more than \$200,000 shall use formal bidding procedures to let the contract pursuant PCC Section 22032(c).</p> |
| <b>Sole Source</b>       | Any purchases of materials or services that are available from only one source require written documentation confirming that there is only one source. This written documentation would take the place of the required formal quote/bid and will be obtained and approved by the Purchasing Department.   |
| <b>Pre-Existing Bids</b> | Purchases may also be obtained by using a Pre-Existing Bid (Piggyback Clause), Public Contract Code 20652/20118. This type of bid must have the clause in the bid document at the time of bid opening and must be granted by the awarded vendor. The Purchasing Department shall research these bids. Resolutions are required to obtain items from a Pre-Existing Bid.   |