



PURCHASING SERVICES HANDBOOK

Purchasing Services • Warehouse Services • Mailroom Services

CONTENTS

MISSION STATEMENT 4

AUTHORITY 4

RESPONSIBILITIES OF PURCHASING SERVICES..... 4

CODE OF ETHICS 5

CONFLICT OF INTEREST..... 5

GIFT BAN POLICY..... 6

SEPARATION OF DUTIES..... 6

UNAUTHORIZED/PROHIBITED PURCHASES..... 7

 Prohibited Purchases 7

CONFIRMING PURCHASE ORDERS..... 7

VENDOR RELATIONSHIPS 7

PROCUREMENT TOOLS..... 8

 Purchase Requisitions 8

 Purchase Orders..... 8

 Blanket Purchase Orders 9

 Change Orders 9

CREDIT CARDS 10

PURCHASES MADE WITH GRANT FUNDS..... 10

PURCHASES MADE WITH FEDERAL FUNDS 10

FLOWCHART -THE PURCHASING PROCESS..... 11

STEPS TO BE PERFORMED BY THE REQUISITIONER..... 12

TASKS PERFORMED BY THE BUYERS 12

 Purchase Requisitions and Purchase Orders 12

 Request for Proposals..... 13

 Contracts and Maintenance Agreements..... 13

 Bids..... 14

 Training 14

PROCUREMENT METHODS AND EXCEPTIONS..... 14

 Bid Limits..... 14

 Exception to Bid Requirements 15

CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (CUPCCAA) 16

BID SPLITTING 16

SOLE SOURCING 17

REQUIRMENTS OF THE BIDDING PROCESS	17
Evaluation of Bids	18
Rejecting Bids.....	18
CONTRACTS	18
Board Approval of Contracts	19
Standard Contract vs. Vendor Contract.....	20
Contract Duration	20
Type of Contracts	20
INSURANCE.....	21
Types of Insurance	21
Certificate of Insurance.....	22
Endorsements.....	22
Required Level of Insurance Coverage	22
WAREHOUSE OPERATIONS.....	24
Inventory, Delivery and Storage Services	24
Receiving Items.....	24
Storage.....	24
Deliveries	25
Surplus Assets.....	25
Records Retention	26
FIXED ASSETS INVENTORY	27
MAILROOM OPERATIONS	29
Pick-up and Delivery Schedule.....	29
Mail Handling.....	29
STAFF DIRECTORY	30
APPENDIX.....	32
Organizational Chart.....	32
Applicable Codes and Related District Policies.....	33
Guides and Resources.....	33

MISSION STATEMENT

The Purchasing Services department is the central procurement authority for the District and is responsible for purchases, service contracts, receiving, fixed assets, surplus and mail services. Purchasing Services supports and enhances the education of students by procuring goods and services, as requested by District staff based upon an impartial, open, competitive vendor selection process that complies with all applicable laws, codes, mandates and the District's Board Policies and Administrative Regulations. It is the Purchasing Services mission to obtain the lowest available acquisition costs consistent with the specified features, functions, quantity, quality, level of service and required delivery time and methods for all goods and services.

AUTHORITY

In accordance with Education Code §81656, the Board of Trustees has delegated the responsibility for procurement of goods and services necessary to carry out the programs and operations of the District to the Chancellor or its designee. Only these designees are authorized to commit funds in the name of the District. All approved purchases shall comply with the District, state and federal policies and regulations including public bidding requirements and conflict of interest laws. For the District, the authorized purchasing designees are the Vice Chancellor, Business Services and the Director, Purchasing Services.

RESPONSIBILITIES OF PURCHASING SERVICES

The Purchasing Services department is the central purchasing authority for the District. The department includes three functions: the acquisition of products and services, Warehousing and product control and distribution and mailroom coordination. The roles are as follows:

1. Coordinate the procurement of goods and services for all departments of the District.
2. Create Purchase Orders from approved Purchase Requisitions and ensure that these are complete and validated with their respective budget.
3. Ensure compliance with all related laws, codes, mandates and District policies and procedures.
4. Maintain a good working relationship with campus departments and develop an understanding of their tasks and objectives.
5. Develop and maintain a system to provide qualified vendors with an equal opportunity to provide business.
6. Ensure competitive quotes are secured at the best value for funds expended.
7. Respond to questions from internal and external sources.
8. Ensure purchases are properly authorized.
9. Promote fair, ethical and legal trade practices.
10. Distribute purchase orders and contracts to vendors on a timely basis.
11. Maintain vendor database, W-9, and insurance forms.
12. Maintain control of all assets stored at the warehouse.
13. Expedite delivery of urgently needed goods and services.
14. Ensure proper tagging of all assets received valued at \$1,000 or more.
15. Facilitate and support fixed asset tagging of equipment valued at \$1,000 or more.
16. Maintain the fixed assets inventory database.
17. Coordinate surplus equipment collection, reallocation, disposals and sales.
18. Coordinate incoming and outgoing mail at the District, colleges and centers.

CODE OF ETHICS

The following is the Code of Ethics for the procurement of goods and services, as developed by the National Association of Educational Procurement and validated by [RSCCD Board Policy 2715 – Code of Ethics, Standards of Practice](#).

The RSCCD Purchasing Services department subscribes to the highest ethical standards and practices recommended by The California Association of School Business Officials:

1. To regard public service as a sacred trust, giving primary consideration to the interests of the college district and the community by which we are employed.
2. To purchase without prejudice, seeking to obtain the maximum benefit for each dollar expended.
3. To avoid any unfair, questionable, or unethical practices.
4. To respect our obligations and to require that obligations to our college district be respected.
5. To accord vendor representatives the same courteous treatment we would like to receive.
6. To strive constantly for the improvement of our purchasing methods and the goods we buy.
7. To assist purchasing agents of other public entities in the performance of their duties whenever possible.
8. To conduct ourselves with fairness and dignity, avoid conflicts of interest, and demand honesty in buying and selling.
9. To cooperate with all organizations and individuals engaged in enhancing the development of the purchasing profession.
10. To remember that we act as representatives of the college district and to govern ourselves accordingly.
11. To negotiate the lowest purchase prices feasible while maintaining quality products and services.
12. To adhere to all laws and regulations and to be strong advocates for the success of women, minority, and disabled veteran-owned businesses.
13. Members of the Governing Board and any district employee shall not be financially interested in any contract made by them in their official capacity; nor, shall any member of the Governing Board and any district employee be purchasers of any sale or vendors of any purchase to the district in which they are financially interested.

CONFLICT OF INTEREST

Staff of the Purchasing Services department should not solicit nor accept gratuities, favors, or anything of monetary value including promotional items from any current or potential supplier of goods or services. In addition, the District is not permitted to enter into purchasing contracts with faculty, staff or board members with a financial interest in said contract or procurement.

It is the responsibility of each member of the Purchasing Services department to take all appropriate steps to ensure that the District does not knowingly enter in any purchase commitment which would result in a conflict of interest. Authority for the final selection of the vendor is the responsibility of the Purchasing Department and/or Director, Purchasing Services as applicable. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by local, state, or federal funds if a real or apparent conflict of interest would be involved. If the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award, a conflicting interest shall be deemed present.

Required compliance with Conflict of Interest Regulations Government Code § 1090-1099 prohibits any employee or officer from having any financial interest in any contract made by them in their official capacity or by any board or body of which they are members; this applies to personal financial interest and that of family members. It also prohibits employees or officers from being “purchasers at any sale or vendors at any purchase made by them in their official capacity.”

Furthermore, it is a crime for a public employee to influence the award of a contract in which he or she has an economic interest. Government Code § 1126 prohibits any employee or officer from engaging in any activity for compensation which is “inconsistent, incompatible, in conflict with or inimical to” his or her duties as an employee or officer or with the duties, functions or responsibilities of his or her employer.

For legal and ethical reasons and to avoid actual or apparent conflict of interest, District employees or officers who substantially influence the award of contracts or who exercise contractual authority must avoid the acceptance of gifts, gratuities, offers of employment, commissions, fees, travel, or other personal economic gain from vendors or contractors who want or have a buyer-seller relationship with the District.

Form 700 – Statement of Economic Interest - Per Government Code § 82019, all District Board of Trustee members and designated District employees, must make known any actual or potential conflicts of interest by annually completing the form entitled, “Disclosure of Substantial Interest.” These employees include any staff member holding positions as detailed in [BP 2710](#); [AR 2710](#) and [AR 2712](#).

The responsibility to keep this form updated lies with the aforementioned District employees and elected officials. Notice will be distributed annually, reminding all employees and Board members to complete this form. It is the responsibility of each person to keep the disclosure form current. Updated disclosures shall be made during the year by the employee as needed if circumstances change.

Record Keeping, Reporting, and Review - The Human Resources Department shall maintain the listing of disclosure forms (Form 700). These forms are public records and retained for a period of seven (7) years.

GIFT BAN POLICY

The Board of Trustees has established a Gift Ban Policy, BP 3821. The intent of the gift ban policy is to prohibit District officers and employees from receiving any gifts in excess of the gift limit. Please refer to [BP 3820](#) & [AR 3820](#) (Gifts) and [BP 3821](#) & [AR 3821](#) (Gift Ban Policy) for details

SEPARATION OF DUTIES

In order to reduce the risk of fraudulent transactions, no one person should control more than one of the following key aspects:

- Conducting the procurement
- Approving purchase documents
- Acknowledging and receiving goods and services
- Approving invoices, and
- Preparing payments

Procurements are conducted by Purchasing Services staff only utilizing general or special project funds. Approving purchase documents is performed by the Director, Purchasing Services and receiving goods and services is performed by the Warehouse Supervisor, centralized mailroom locations or departments placing the order. Approving invoices and submitting them to accounts payable for processing is the responsibility of the manager overseeing the budget utilized for the procurement.

UNAUTHORIZED/PROHIBITED PURCHASES

Only authorized Purchasing Designees may enter into purchase contracts or incur indebtedness. Vendors regularly doing business with the District are aware of this policy and are advised that all purchases chargeable to the District must be authorized by an official District purchase order. The District is not obliged to reimburse staff for the cost of any such purchases on behalf of the District unless previously authorized.

Prohibited Purchases

Certain purchases, categorized as illegal expenditures of District funds, will not be sanctioned or approved for payment by the District's disbursing officer. These items include, but are not limited to:

- Liquor
- Drugs and medicine (except for use of the Health Department)
- Gifts (CA State Constitution Article 16 section 6)
- Personal memberships, unless required by job description

CONFIRMING PURCHASE ORDERS

A request for a confirming purchase order is not acceptable when an order is directly placed with a vendor by a staff member who has not followed the District's purchasing procedures as detailed in [AR 6330](#). The order is submitted on a purchase requisition to cover the purchase and allow payment of the invoice with no prior approval from Purchasing Services.

Certain purchases made directly with a vendor due to missed deadlines, rush orders or to avoid the required purchasing process may result in the staff member being personally liable for those commitments and subject to reprimand.

Exceptions:

- Urgent maintenance and repair services
- Procurements related to fire/life/safety emergencies
- Catering services
- Airline transactions through Travel Travel only

VENDOR RELATIONSHIPS

The responsibility for procuring supplies, equipment and services for the District is the function of the Purchasing Services department. The Vice Chancellor, Business Services and Director, Purchasing Services shall ensure that appropriate purchasing regulations and procedures are established and followed. All District purchasing transactions shall be conducted in an efficient and business-like manner, and shall be based upon the highest standards of fairness, honesty and integrity.

The goal of the Purchasing Services department is to accomplish this through a cooperative effort between Buyers and vendors. No premiums, gifts, favors, or any form of personal consideration to District employees is allowed. Under no circumstances will the purchasing staff accept gifts, gratuities or meals from vendors, unless within the prescribed limits set forth in the Statement of Economic Interests guidelines.

While department personnel may view merchandise and obtain price quotes from vendors, they may not promise any vendor future business or make any commitment for purchases. Purchasing has the responsibility to obtain the goods and services required for the District. Therefore, the recommended vendor (from the department) may not always be awarded the order, especially if a formal bid is required.

PROCUREMENT TOOLS

Purchase Requisitions

A Purchase Requisition is an internal document used by employees/departments to request procurement of goods and services. This request must include a detailed description of the items and/or services requested and must have the necessary departmental funds available and duly approved by the departmental manager. In certain instances, additional approvals may be required including:

- Information Technology Approval (if applicable): All requisitions for computer hardware, software or multimedia equipment must be approved by the ITS department. Requisitions are sent to ITS by the department prior to management approval. A VPAT is to be obtained by the requesting department and forwarded to ITS for review and approval. Any software or hardware request, which is supported by a VPAT that does not meet the District's accessibility requirements, will be denied.
- Facilities Approval (if applicable): All requisitions that include a service that affects the building, structure, or utilities (electrical/cabling/plumbing hook up) shall be routed through the Facilities Department for review/approval.

After the requisition has been completed and submitted, it is then reviewed by the Buyer. The Buyer will assess whether quotes received are appropriate or determine if informal or formal bidding is required. Some purchases may have bidding requirements, insurance or bonding issues, may require project coordination, etc. In some instances, early Buyer involvement and assessment of the requester's requisition can be key to efficient processing and can help identify additional requirements. Requisitions are processed in the order they were received and based on required compliance, correct funding source and management approval.

Purchase Orders

A Purchase Order (PO) is a contract to purchase goods or services from a vendor. When the Purchasing Department creates a Purchase Order it establishes an encumbrance against the accounts listed on the requisition. The encumbered funds will be used to pay for the purchase after it is received and invoiced. Certain purchasing situations warrant the use of both a PO and an agreement, including leases, consulting contracts, fiscal agency agreements, piggyback contracts, and real property lease or purchase. A Purchase Order is a notice to the vendor to proceed with the service or filling orders for goods. No vendor shall fill orders, deliver goods or provide services until the Purchasing Services department has issued the vendor a Purchase Order. Please refer to [AR 6330](#) for details.

Purchasing goods and services through the District's Purchase Order process ensures that the following internal controls processes are adhered to:

- Purchases received prior approval
- Budget is encumbered ensuring the availability of funds
- Best pricing is obtained by utilizing volume pricing, competitive bids or District pricing contracts
- Assets are assigned the correct account code in the requisitioning process, ensuring the availability of funds in the appropriate code prior to purchase
- Ensure compliance with District standards for specific items (marketing, signage, facilities, technology, etc.)
- Vendors comply with the District's purchase order terms and conditions

Urgent Purchase Orders are requested for urgent purposes such as immediate repairs or purchase of replacement parts and supplies needed to avoid interruption of services only.

Blanket Purchase Orders

Blanket Purchase Orders are issued by the Purchasing Services department to a specific vendor for a designated amount to enable those with authority to make repetitive purchases of miscellaneous low-cost supplies. Purchase requisitions must include a description of the supply, authorized users to charge against, authorized approver, delivery location or pick-up designation and for what time period and purpose. Requisitions may be initiated at any time during the fiscal year for purchases only in that fiscal year. Purchase Orders may be increased or decreased as needed by utilizing the Purchase Order Change Form located on the Purchasing Services intranet page. Any requested changes to a Blanket Purchase order which exceed 20% of the original amount will require a new purchase requisition. Blanket Purchase Order will not be issued for routine facilities maintenance.

Change Orders

A Change Order is issued by the Purchasing Services department if an existing PO needs to be modified or corrected to properly reflect the purchase transaction. A Change Order or PO cancellation is initiated by the requesting department, via the [Change Order Request Form](#) to Purchasing by providing all requested information on the form, signed and dated by department management, and sent to Purchasing Services.

The PO is a legal document representing the basis of a contractual relationship between the District and the vendor, any changes to that contract must be in writing and approved by the Purchasing Services department.

When changes are made without prior authorization from Purchasing Services, payment to the vendor may be delayed while required documentation is received and processed. Furthermore, the contractual rights of the District and the vendor are jeopardized by such unauthorized changes. Some situations requiring a change order are:

- Cancellation of a Purchase Order
- Increase or decrease in the purchase amount (not to exceed 20% of the original amount)
- Change in the scope of service
- Change in quantity
- Change in item description
- Change Ship-to Location
- Change to funding source
- Change to underlying contract

Change orders cannot be used to change vendors. The PO will need to be cancelled; a cancellation notice must be issued to the original vendor and a new Purchase Requisition will be prepared for the new vendor. Some changes (like vendor name) require a new requisition. The Purchasing Services department will notify you if a new requisition will need to be submitted.

CREDIT CARDS

The District does not engage in a P-Card program. Currently the District holds ID cards used in conjunction with a Purchase Order to local grocery stores, Home Depot and gasoline cards for the District departments utilizing District vehicles. The Purchasing Services department holds one general credit card for limited and urgent purchases only and a card is issued to the Chancellor and the Assistant to the Board of Trustees for Board use. All credit and ID card use shall adhere to the District [Credit Card Guidelines](#).

PURCHASES MADE WITH GRANT FUNDS

District personnel who are responsible for grant or categorically funded programs should have knowledge of the terms and conditions of the Grant Agreement. If there are particular grant requirements about the purchasing process or qualification of vendors, requesters should make sure that they discuss these requirements with the Resource Development Department. The responsibility for advising the Purchasing Services department of any grant-related purchasing restrictions or requirements shall remain with the requesting department and grant awardee.

Special requirements should be noted on the requisition or the applicable grant documentation related to purchasing requirements and should be attached to the purchase requisition. Examples of special requirements: Certificate that the vendor has not been disbarred (EPLS/SAM), Certification that the vendor maintains a Drug-Free workplace, or requirements for bidding.

PURCHASES MADE WITH FEDERAL FUNDS

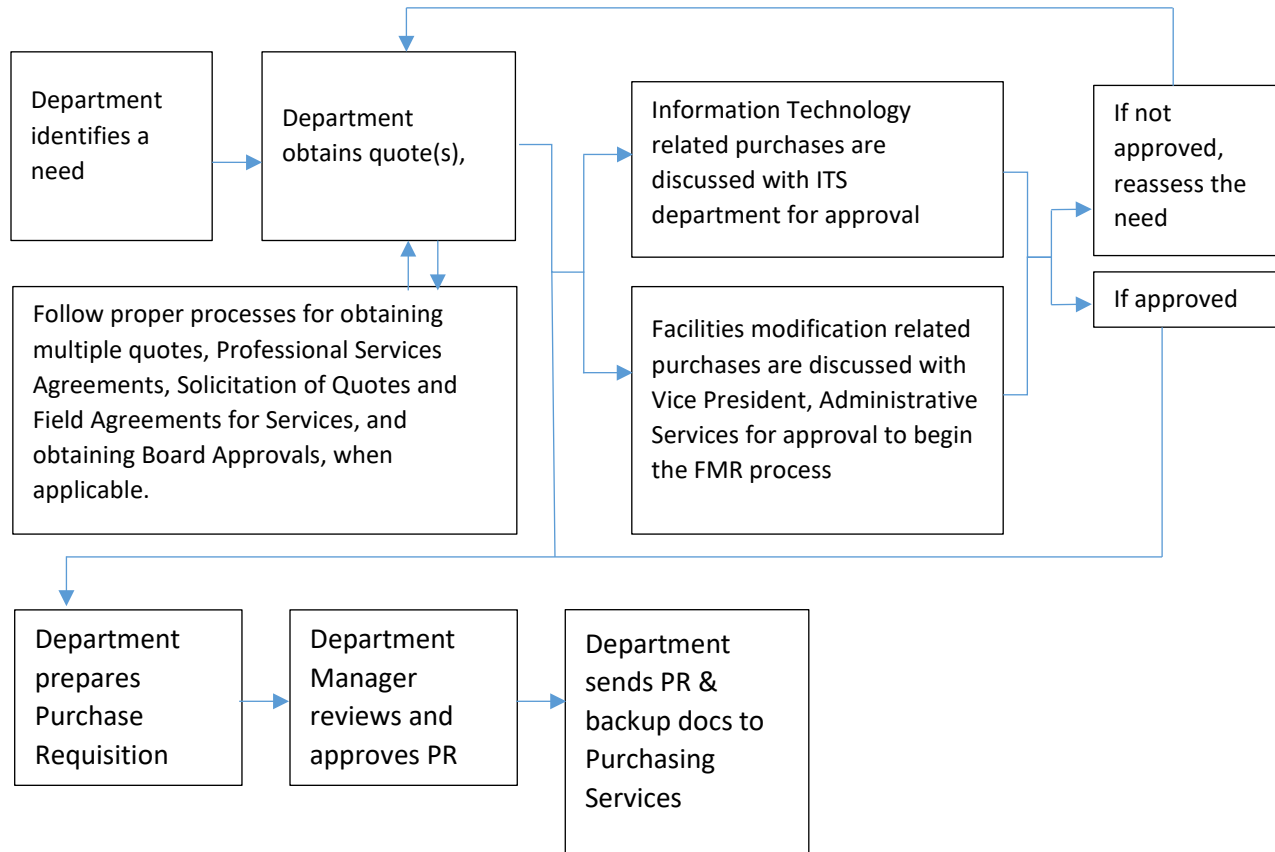
Purchases funded by federal grant funds must adhere to regulations found in Office of Management and Budget (OMB) Circular A-110. Circular A-110 explains administrative requirements for colleges, universities, hospitals, and other non-profit organizations with federally funded grants and agreements. OMB circular A-110 section 40-48 identifies required procurement standards.

Purchases made with federal funds are reviewed for compliance with the Federal Acquisition Regulation (FAR) and OMB Circular A-110. The grant administrators are required to retain all back-up documentation, such as bids, quotes, and cost/price analysis, as well as any other additional information as required by the grant documents, on file for Federal auditors. Federal grant bidding requirements are at lower threshold and more stringent than the annual State of California bid requirements. The Purchasing Services department will verify disbarment status (EPLS/SAM) of all vendors utilized on federal grant funded purchase orders and contracts.

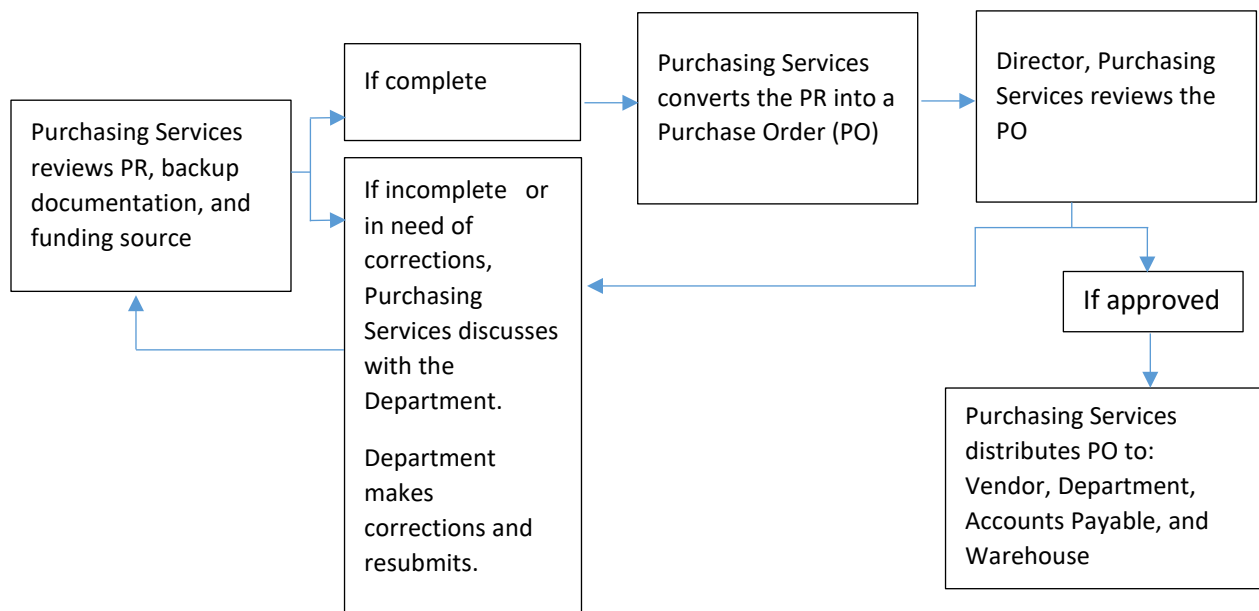
Section 508 - A federal law mandating that all electronic and information technology developed, procured, maintained, or used by the federal government be accessible to people with disabilities.

A Voluntary Product Accessibility Template (VPAT) is an industry standard document that explains how technology products meet Section 508 standards for IT accessibility. More information can be found here: <https://www.section508.gov/sell/vpat>

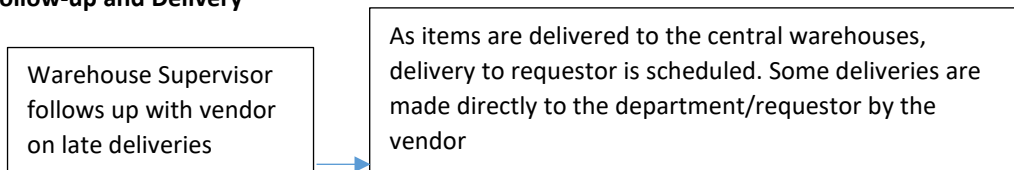
FLOWCHART -THE PURCHASING PROCESS



Processing the Purchase Requisition



Follow-up and Delivery



STEPS TO BE PERFORMED BY THE REQUISITIONER

1. Determine the need for goods and/or services. It is the department's task to determine the goods or services required and consult with Purchasing Services to identify any approved cooperative contracts which would provide the best value for the amount spent.
2. Contact Purchasing if a procurement will exceed bid limits, for assistance with the bidding process.
3. Understand lead times necessary for obtaining goods and/or services and plan accordingly. If timing is essential, communicate with the Purchasing Services department.
4. Be aware of Fiscal-Year-End timelines. The last quarter of the fiscal year is a busy time as departments strive to requisition all their needs against their fiscal budget. Purchasing deadlines are established annually and distributed in the third quarter via a memo. Users are encouraged to submit requisitions well in advance of these deadlines particularly for those items that may require a long lead time or a formal bid process. Please plan ahead to ensure that requisitions can be completed and approved by these deadlines.
5. Complete [Purchase Requisition](#) by filling out all relevant fields in Datatel/Colleague. Complete the [Change Order Request Form](#), if necessary and forward to the Purchasing Services department.
6. Ensure timely approval of Purchase Requisitions.
7. Ensure vendor completes W-9 Form (if a new vendor), and provides appropriate and active proof of insurance, as necessary.

TASKS PERFORMED BY THE BUYERS

Working with assigned District sites, the Buyer performs a variety of complex duties relating to the acquisition of goods and services including:

Purchase Requisitions and Purchase Orders

1. *Best Value for the Dollar* - To ensure that tax payer dollars are spent properly, Buyers may suggest alternative vendors to provide selected goods and services that offer the best value for the amount spent. This includes obtaining competitive pricing for goods and services requested. This does not mean that the lowest price is the sole criteria. There will be situations that the quality required may not necessarily be the lowest price available. In these instances, the items or services selected should be justified and attached to the purchase order.
2. *Providing Expertise* – Departments requesting the acquisition of goods and services may need guidance in the preparation of the requisition. This expertise resides with purchasing buyers and part of their task is to ensure that departments are provided with the proper guidance as needed. For example:
 - Energy Conservation – In accordance with Gov. Code Section 4217.16 - a public agency after evaluating proposals, may award the contract on the basis of the experience of the contractor.
 - Waste Management- In accordance with Public Resource Code Section 40059 - the agency may determine whether an exclusive or non-exclusive contract is more beneficial.

This also ensures the timely processing of the requisition. To this point a simplified guide to preparing a requisition is provided in the appendix to this document “Creating a New Requisition”.

3. *Applying Scrutiny* – As purchase requisitions are received, they are reviewed for completeness,

consistency and accuracy. Common problems include

- Costs are not covered by their budget or incorrect budget information.
 - Incomplete or unclear description of goods requested.
 - Goods and services requested are not within the prescribed guidelines of the District.
 - Not in alignment with laws, codes, mandates and Board Policies and Administrative Regulations
 - Exceeding \$15,000 threshold or bid limit without providing multiple quotes or going through a bidding process.
 - Backup documentation incomplete or not submitted at the time the purchase requisition is processed.
4. Resolving Problems with Vendors – Problems may arise after purchase orders are released to vendors. These run the risk of pricing discrepancies, delivery of wrong materials, delivery delays, etc. Buyers are tasked with resolving these issues with the assistance of the Inventory, Storage and Delivery Services Supervisor (Central Warehouse), as necessary. Unresolved problems are elevated to the Director, Purchasing Services for resolution.
 5. Timely Processing – After review and resolution of the purchase requisition is completed, the purchase order is processed in a timely manner. However, the timely approval by management in the Colleague system is critical to the timely processing of purchase orders.

Request for Proposals

In the process of assisting departments with their purchasing needs, Buyers may become aware of the need to prepare a Request for Proposal (RFP) or a Request for Quotation (RFQ). Note the following:

- Purchasing Services will provide assistance in developing the required specifications in consultation with the requesting department
- For districtwide services, Purchasing Services is responsible for issuing Requests for Proposals, Requests for Quotations, and Bid on behalf of the District. Facility Planning is responsible for the issuance of any Request for Proposals, Requests for Quotations and Bids for any facilities related needs districtwide. Departments in need of a RFP, RFQ or Bid are to consult with Purchasing Services to begin the process. Only Purchasing Services and Facility Planning are authorized to issue RFPs, RFQs and Bids on behalf of the District.
- Distribute the proposals to the qualified vendors and post on the District website
- Allow for a clarification period for interested vendors
- Evaluate proposals received
- Recommend to the Board to accept and award the goods or services
- Approximate timeframe: 2-4 months to complete this process

Contracts and Maintenance Agreements

1. Contractual Language – Contracts between the District and another party should be discussed and reviewed at the colleges between the requesting manager and the Vice President. Please follow process as established at each college. For assistance with insurance or indemnification requirements, please refer to Risk Management.
2. Maintenance Contracts – There are a large number of maintenance contracts that are to be renewed

on an annual basis. Yearly, Purchasing Services will request updated pricing for existing Board Approved contracts that renew July 1 through June 30.

3. Copier/Scanner/Printers - Leased or District-owned copiers, printers and scanners, are typically covered under a maintenance agreement. The maintenance agreement provides all service and supplies (includes toner but excludes paper and staples). The Purchasing Services department is responsible for negotiating maintenance agreements and responding to questions regarding the agreements.
4. Other Equipment - Maintenance agreements for classroom and office equipment are optional, to be obtained by the department that has purchased the equipment. The department is to contact the vendor to obtain a quote for the maintenance agreement. If the quote is found to be acceptable and the department would like to proceed with the purchase, the contract review and approval process would be followed. Calls for service covered by a maintenance agreement would be made by the requesting department. Parts not covered under Maintenance Agreements require an additional purchase order to be issued.
5. Electronic Equipment Repairs - If computer-related equipment requiring repair is not covered under a maintenance agreement or a warranty, contact the ITS Helpdesk. If equipment other than ITS provided technology cannot be repaired by District staff, the requesting department will then obtain quotes from recommended repair vendors. Once the best value quote has been selected, a requisition will be initiated by the requesting department listing the equipment to be repaired, scope of work, and cost. The issuance of the corresponding Purchase Order authorizes the vendor to commence the repair work. When the work has been completed, the requestor forwards the invoice to Accounts Payable, indicating the Purchase Order number and an authorization to pay.

Bids

1. Bid Preparation – Assist departments with bid language and provide analysis in order to provide an accurate description of the project and inclusion of the specifications from which vendors/contractors will base their job estimates.
2. Scope of Work – This establishes the parameters of the project, the timelines, expectations and deliverables for completion within a certain period. Departments requesting bids are required to budget accordingly.
3. Assist in Bid Evaluation – As necessary, Purchasing Services staff are required to assist in the bid selection process.
4. Documentation Required – Purchasing Services staff ensures that all documentation required is accounted for including sureties, bonds, and required documents subsequent to the bid selection.

Training

1. Coordinates training- Purchasing Services will provide training sessions throughout the fiscal year to ensure understanding and compliance with purchasing guidelines.
2. Guidelines/Procedures – Purchasing Services houses a repository of guidelines, procedures, forms and resources on the [Purchasing Services Intranet page](#)

PROCUREMENT METHODS AND EXCEPTIONS

Bid Limits

At RSCCD, any purchase above \$109,300 (threshold is adjusted annually by the state) must be procured through a competitive bid process. If the cost is below the bid threshold, the following may be procured without a formal bidding process:

- Equipment, goods, supplies purchased or leased.

- Non-construction services
- Repairs to include routine maintenance and usual work for the preservation or protection of District facilities.

Exception to Bid Requirements

- Purchase of supplementary textbooks, library books, educational films, AV instructional materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the operation of the schools of the District (**EDU Code Section 81651**).
- Perishable foods and seasonal commodities needed for the operation of the cafeteria/food services that can be purchased pursuant to District rules (**Code Section PCC 20660**).
- Purchase of surplus federal property (**EDU Code Section 81653**).
- Goods, services and information technology from certified small business and DVBES. Contracts for the acquisition of goods and services, or information technology amounting to \$5,000 to less than \$250,000. Contracts may be awarded to a certified small business, including a microbusiness, or to a disabled veteran business enterprise, if the District obtains price quotation from two or more certified small businesses, including microbusinesses, or from two or more disabled veteran business enterprises (**PCC Code Section 20651.2**)
- “Piggyback” purchases. This provides waiving competitive bidding by proper arrangement with another public agency to purchase or lease goods, supplies, equipment, vehicles, and other personal property where the purchasing agency has complied with applicable statutes (**PCC Code Section 20118**). The District is not authorized to piggyback on other public agency’s service contracts which could include construction services, installation or maintenance services. The District should obtain all bid documents from the awarding public agency, not the vendor and review the awarding agency’s bid carefully and in particular:
 - Verification of advertisement
 - State Lists
 - The bid documents
 - The award of the contract
 - Verification that the awarding agency actually purchased/leased the property
 - Participation Agreement for the State of California if the entity that went to bid is out of state
 - Extensions of the contract, if any.

The State List – Ed Code 17595 and Public Contract Code 10299 provides that competitive bidding may be waived when purchasing goods, equipment, or supplies through the Department of General Services or utilizing the California Multiple Award Schedule (CMAS). These are supplier agreements based upon existing Federal GSA or other approved multiple award contracts. CMAS offers a wide variety of commodity and information technology products at prices that have been assessed to be fair, reasonable and competitive.

- Emergencies defined by the governing board and defined under **PCC Code Section 20113**. This includes repairs, alterations, work or improvements necessary to avoid danger to life and property.

PCC Code Section 20113 states:

(a) In an emergency when any repairs, alterations, work, or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property, the board may, by unanimous vote, with the approval of the county superintendent of schools, do either of the following:

(1) Make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.

(2)Notwithstanding Section 20114, authorize the use of day labor or force account for the purpose.

(b)Nothing in this section shall eliminate the need for any bonds or security otherwise required by law.

CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (CUPCCAA)

CUPCCAA is a useful tool in that it allows the District to raise the informal bid threshold, simplifies the informal quote process for small projects, reduces advertising costs, expedites the bidding process and increases the likelihood that the bids received will be from responsive, reasonable contractors. CUPCCAA allows the District to have a less formal bid process, but with appropriate guidelines and checks and balances in place.

1. Public projects amounting of \$59,999 or less may be performed by negotiated contract or by purchase order (**PCC Code Section 22032a**). The District may select a qualified contractor from the list for projects without going through an informal or formal bid process.
2. Public Projects amounting to \$200,000 or less may be let to contract by informal bidding (**PCC Code Section 22032Bb**).
 - The Purchasing Services department sends a Notice of Invitation requesting informal bids from the list of qualified contractors. Invitations must be sent at least 10 days prior to the informal bid closing date. The District must award to the lowest responsive, responsible bidder.
 - The Purchasing Services department prepares an informal bid package which includes bid and contract forms. Specifications and drawings are prepared by the department requesting the service and provided to the Purchasing Services department.
 - The Purchasing Services department obtains and verifies required documentation including certificates of insurance, bonds and contractor license. The Purchasing Services department will issue to Notice of Award, signed agreement, purchase order along with the Notice to Proceed.
3. Public project of more than \$201,000 may be let to contract by formal bidding (**PCC Code Section 22032c**).

In November of each year, participating Districts should place an ad in various trade journals and newspapers of general circulation inviting all licensed contractors to submit the name of their firm to the District for inclusion in the District's list of qualified bidders for the following for the following calendar year.

BID SPLITTING

It is unlawful to split or separate into smaller work orders or projects any work, service, project, or purchase for the purpose of evading the requirements of competitive bidding.

PCC Code Section 20116. Bid Splitting

It shall be unlawful to split or separate into smaller work orders or projects any work, project, service, or purchase for the purpose of evading the provisions of this article requiring contracting after competitive bidding. The district shall maintain job orders or similar records indicating the total cost

expended on each project in accordance with the procedures established in the most recent edition of the California School Accounting Manual for a period of not less than three years after completion of the project. Informal bidding may be used on work, projects, services, or purchases that cost up to the limits set forth in this article. For the purpose of securing informal bids, the board shall publish annually in a newspaper of general circulation published in the district, or if there is no such newspaper, then in some newspaper in general circulation in the county, a notice inviting contractors to register to be notified of future informal bidding projects. All contractors included on the informal bidding list shall be given notice of all informal bid projects in any manner the district deems appropriate.

SOLE SOURCING

In cases where there is no practical value in soliciting for goods and services since it appears that there is only one source available, it may be possible to make the purchase without formal bidding. The Director, Purchasing Services will evaluate each request and determine whether a sole source acquisition is appropriate. The following should be considered:

- Compatibility – The product must be compatible with existing equipment, inventory, systems, programs or services.
- Unique Distributor – The vendor has the only known product or service that will meet the specialized needs of the department requesting to perform the intended function.
- Non-Equivalent – The product or service is not equivalent or interchangeable from another vendor.
- Original Vendor – The product or service is from the original vendor as it is the only known product or service that will meet the specialized need required.
- Standard – The vendor is the sole provider of the product or service needed to establish standardization required by the District. Evidence of such standard should be obtained.

REQUIREMENTS OF THE BIDDING PROCESS

In order to prepare and process a bid properly, the following steps need to be performed:

- Legal Advertisement (Notice to Bidders) – As required by PCC Section 20112, the bid must be published at least once a week for two weeks in newspapers with general circulation within the scope of the District.
- Bid bond requirement - In compliance with PCC Section 20111.
- Standardized Proposal form is required by PCC Section 20111.5 with a standard specification. This is a description of the goods and services to be purchased. An accurate description of the item or service needed is vital so that all potential bidders are offering prices on the same basis. Without standard specification, fair comparison would be difficult.
- Scope of Work- Definition of all products or performance required including limitations and timetables.
- Instructions on how to obtain the bid documents and attached information.
- Place and Time where bids are to be submitted – The legal advertisement must specify exactly where and when bids are due. Late bids must be rejected per PCC Section 20112.
- Responsive bid – this means the bidder has met the bid requirements and specifications in all material respects. Waiver of minor deviations may be allowed, upon advice of legal counsel. Any variation that gives a bidder an advantage over others is a material variation that should cause the bid to be rejected as an unresponsive bid.
- Nonresponsive bid – this means a bid that is incomplete, void of required signatures and

authorizations, bids submitted without attending pre conference job walks, and any bid received after the established deadline

- Responsible bidder – is someone who is qualified to do the work or supply the items.

Evaluation of Bids

Purchasing Services coordinates with requesting department to establish an evaluation committee to evaluate bids received. Bids will be reviewed for completeness, that all required documents, signatures, forms, etc. have been properly completed and submitted by the documented deadlines. Bids deemed incomplete are considered non-responsive and will be will not move forward to the Board of Trustees for award. Evaluation committee recommends the lowest, responsive, responsible bidder who meets all requirements to the Board of Trustees for award. Bids are accepted and awarded by the Board of Trustees at their regular meetings. All documents related to the bid evaluation process are maintained in Purchasing Services, per the retention period as stated in [AR 3310](#) and are subject to public records requests and as requested, if necessary, should there be a bid protest

Rejecting Bids

In accordance with PCC Section 22038, at its discretion, the public agency may reject all bids presented, if the agency, prior to rejecting all bids declares that the project can be more economically performed by employees of the agency, furnishes a written notice to the apparent low bidder. The notice shall inform the bidder of the agency's intention to reject the bid and shall be mailed at least two business days prior to the scheduled Board meeting at which RSCCD intends to reject the bid. After reevaluating the cost estimates of the project, the public agency shall have the option to either:

- Abandon the project or re-advertising for bids in the manner prescribed by this article, or
- By passage of a resolution by four-fifths (80%) vote of the governing body declaring that the project can be performed more economically by the employees of the public agency, may have the project done by force account without further complying with this article.

CONTRACTS

When the District does business with an outside entity, a contract and a purchase order are required in order for work to begin and the entity to be paid. All contracts must be signed, required insurance documents must be on file and a Purchase Order must be issued prior the work on the contract beginning. Individuals, departments and colleges are not legally able to enter into contracts with a vendor. Contracts are between the vendor and the Rancho Santiago Community College District. If the work to be done is contracted to a specific college, the agreement is between the vendor and the District *on behalf of the college*.

Contract discussion, development, review and negotiation occurs at the requesting department manager level in consultation with the division administrators (Deans, Vice Presidents, Assistant Vice Chancellors). For assistance with District insurance requirements or indemnification, contact Risk Management. For contracts related to technology contact the IT Director at your respective locations. For contracts related to facility structures contact the Vice President, Administrative Services for assistance. For contract Purchase Requisition requirements contact Purchasing Services.

A contract is a legally enforceable agreement voluntarily entered into between two or more parties with agreed upon obligations. District contracts must be in writing, must be routed through the appropriate approvals process and must be signed by an authorized District representative delegated by the Board

of Trustees as prescribed in [AR 6150](#). A purchase order is a legally enforceable contract. Contracts may include but not limited to:

- Consultant Agreement (General Consulting, Legal, Accounting, Architect, Auditing, Counseling)
- Professional Services Agreements
- Speaker Agreement
- Field Agreement for services (construction, repair & maintenance)
- Other Service Agreements (bookstore, food service, security, storage, laundry, uniform, etc)
- Quotes and proposals for which vendor requires a signed document
- Leases
- License & Maintenance Agreements
- Insurance Agreements
- Rental Agreements
- Memorandum of Understanding (MOU)
- Letter of Understanding (LOU) or Agreement (LOA)
- Affiliate Agreements
- Contract Instruction Agreements
- Sub-agreements
- Instructional Services Agreement
- Subscriptions

Contracts must be signed by a Board authorized signatory as detailed in [AR 6150](#). If contracts are signed by non-authorized person, the District is not liable for payments. Any District employee who commits the District to financial obligations without proper authority are personally liable for those commitments and subject to disciplinary action up to and including termination.

Board Approval of Contracts

All contracts are approved by the Board which are related to instruction, regardless of cost and those contracts which exceed \$15,000. (Per Education Code § 81656, all purchase orders and contracts are required to be reviewed by the Board within 60 days of issuance. The organizational practice and preferred approach is that no contract be executed (signed) prior to Board approval. If an urgent and unforeseen business need arises that warrants a contract to be signed prior to Board approval, permission must be obtained from the Chancellor's office. When a contract is submitted to the Board after it has been executed, the request is for the Board to ratify the contract.

Contracts for less than the statutory bid limit will be listed on the PO Listing Report for ratification by the Board throughout the year on a monthly basis. Contracts with a value over the statutory bid limit (see PCC § 20651) must be formally presented to the Board for approval. The bid limit is adjusted at the beginning of each year by the State legislature. Construction contracts and some specific professional services may be subject to higher bid limits. A Board report summarizing the nature and dollar amount of the contract must be placed on the Board agenda during one of its regular business meetings and a representative from the college must be available to respond to any Board questions, whether at an in-person Board meeting or by Board request immediately following the Board meeting.

Due dates for docket items to the Board can be confirmed by contacting the Cabinet member's Assistant. It should be noted that docket submissions are generally due 2-4 weeks prior to the next Board meeting. The due date is intended to ensure that contracts submitted by the posted due date are included on the subsequent month board agenda. Purchasing Services cannot process contracts submitted without the required Board approval.

Standard Contract vs. Vendor Contract

Every contractual situation is unique and requires careful consideration of the terms and conditions. It is recommended that the District [standard contract templates](#) be used when possible to reduce the amount of time needed for contractual review. Each contract, whether on a District standard template or vendor contract, undergoes review at the requesting department and may include Vice Presidents, Assistant Vice Chancellors and Chancellor Cabinet members.

In most cases, the District prefers to have the vendor sign the District's standard contract forms. In some instances, the business situation may warrant that the District sign a contract or agreement that comes from an outside vendor. Some good examples of this kind of contract are agreements with facilities that provide clinical practice sites for the Districts healthcare careers, software contracts, catering contracts, or contracts for the use of space at a hotel or other facility.

The District must review and sign all outside contracts as detailed in [AR 6150](#). Contract terms and conditions may not conflict with the District's standard terms and conditions as detailed on Purchase Orders. For example, here are some main contract language clauses to request the other party to include in a contract being entered with the District (but not limited to)

- The rule of law be that of California rather than any other state or country
- District can cancel the contract at any time with a 30-day written notice
- Mutual indemnity
- District will not agree to automatic renewal of the contract OR exclusivity
- The vendor provide the appropriate level of insurance and endorsements for the District

Any deviation from these standards must have specific approval from the District's general counsel.

Contract Duration

No contract may exceed a 5-year term as detailed in California Education Code and Public Contract Code.

Furthermore, it is highly recommended that all contracts include a "termination for convenience" clause providing the flexibility to cancel the contract for any reason. Automatic renewal provisions are expressly disallowed.

Type of Contracts

Consultant Services Agreement - Consultant Services for Facility Planning purposes are of an advisory nature, provide a recommended course of action or personal expertise, and has a product, which is basically a transmittal of information either written or verbal.

Professional Services Agreement - For special services and advice in financial, economic, accounting, engineering, legal or administrative matters, Districts may award contracts without engaging in a competitive bidding or proposal process per Government Code § 53060, however will require Board approval when exceeding \$14,999. Such persons contracted under this provision must be specially trained, experienced and competent to perform the services required. Contracting with an individual, can only be done when the relationship meets the criteria for an independent contractor rather than an employee. The relationship can be determined by review of the [ABC Test Worksheet](#) and completion of the [Professional Services Checklist](#).

Performer/Official/Lecturer/Referee Agreement - A standard release of liability agreement should be used only for performers for theatrical events, musicians, lecturers, officials or referees of sporting events. This type of agreement is generally used for a single-use or short timeframe. Refer to the [Risk Management intranet page - Contract Templates](#) for examples of Professional and Performer agreements.

Consultation with Human Resources for alternative hiring methods when a services agreement does not meet District requirements.

Field Agreement for Services - Used for maintenance and smaller-facilities projects exceeding \$1,000 through specific thresholds as outlined in the [Summary- Maintenance v. Public Works](#) document.

Construction Contracts – These contracts involve relationships that are heavily regulated by public construction law and are developed and managed by Facilities Planning, District Construction and Support Services.

Application/Permit for Facilities Use Reservations - When an outside organization desires to use college facilities. The District's facilities are subject to District board policy. Consultation with college Administrative Services departments and/or the Facility Planning, District Construction and Support Services department.

INSURANCE

Insurance coverage is part of the District's risk management requirements. The District carries its own insurance but vendors are also required to carry minimum insurance coverage for their business or their events. The coverage must be provided by financially sound insurance companies. Policies of insurance required shall be issued by insurer(s) having a minimum A.M. Best's rating of A, VII.

The District must be added to the vendor's insurance policy by endorsement. These policies allow the District to transfer the appropriate amount of risk for a job or an event to the vendor's insurance. It is important to understand that insurance does not limit liability. It does represent the amount an insurance provider might cover, but claims for a particular event could potentially exceed the covered amount.

It should be noted that insurance is required for all vendors performing services on-site, as well as consultants providing professional services.

Types of Insurance

General Liability - Commercial general liability insurance provides protection against third party claims caused by direct or indirect action of the insured. The policy shall name the District as additional insured providing the District with the same level of coverage had the District purchased the policy. Commercial general liability coverage provides the following protections:

- Bodily injury protection
- Property damage protection
- Claims against intellectual property/rights
- Claims against breach of contract
- Defense cost coverage
- May provide loss of income coverage

Automobile Liability - Automobile liability insurance provides coverage for bodily injury and property damage caused by an automobile.

Professional Liability - Professional liability insurance provides coverage for charges of professional negligence or failure to perform professional duties. It is commonly referred to as

“malpractice insurance”. This coverage is required when there is reliance on a consultant’s or contractor’s professional opinion.

Worker’s Compensation - Worker’s compensation insurance provides coverage for contractor employees’ medical and disability expenses related to work-related illness and on-the-job injuries. This coverage is required when the contractor or consultant has employees performing work under the contract.

Certificate of Insurance

A certificate of insurance (COI) is a document prepared by an insurance company or broker that is used to verify the existence of insurance coverage. The document lists the effective date of the policy, the type of insurance coverage purchased and the types and amounts of applicable liability coverage. A COI is required for all vendors and users of District facilities. By itself, however, the COI does not guarantee that the District will be covered. The COI does not amend, alter or endorse coverage to an insurance policy. Per state insurance code it is the insurance policy, not the certificate of insurance that governs coverage.

Endorsements

The District requires an insurance endorsement along with the COI. The endorsement alters the vendor’s insurance policy. It adds the District, its officers, agents, employees and volunteers to the policy as an additional insured. If there is no endorsement, then the District is not covered under the vendor’s insurance, therefore the District cannot enter into an agreement with no insurance coverage.

Required Level of Insurance Coverage

Coverage amounts are determined by the level of risk that an activity or event entails. The District and its insurance providers have developed guidelines as to various services and their general risk categories.

Minimum Insurance Coverages and Requirements: Contractor shall maintain the following policies of insurance issued by a reputable insurance company licensed in California.

Commercial General Liability insurance with a limit of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to, the liability assumed under the indemnification provisions of this Contract.

Automobile Liability (Commercial Entities) insurance with a combined single limit of not less than \$1,000,000 per accident for bodily injury and property damage with respect to the Contractor’s owned, hired, and non-owned vehicles. (Private Individuals) insurance with limits not less than liability of \$100,000 per person/\$300,000 per occurrence; property damage \$50,000 per occurrence.

Workers' Compensation insurance with limits statutorily required by any Federal or California State law.

Employer’s Liability insurance with limits of not less \$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 policy limit for bodily injury or disease.

Professional Liability insurance with a limit of not less than w\$1,000,000 per occurrence covering acts, errors, mistakes, and omissions arising out of the work or services performed by Contractor, or any person employed by Contractor.

Umbrella or Excess Liability insurance may be provided in additional limits of coverage if the vendor's primary or underlying limits of coverage do not meet the requirements outlined above.

WAREHOUSE OPERATIONS

Inventory, Delivery and Storage Services

The RSCCD Central Warehouse oversees Receiving and distribution of goods. Receiving is dedicated to providing professional services to support the academic process and goals of the Colleges. This is accomplished by providing timely and efficient customer service in the area of (but not limited to): receiving, shipping, inventory control, mail delivery and goods management and handling of recycled items. The Warehouse is also used for temporary storage of furniture, equipment, records retention/archives and for the storage of surplus items. The Inventory, Delivery and Storage Services department reports to the Director, Purchasing Services.

Receiving Items

RSCCD has two central warehouses that receive all goods and equipment requisitioned. Goods are examined to determine any discrepancy against the purchase order. Types of discrepancies encountered in receiving process include: incorrect items, overage and shortage of items delivered, damaged items, or backordered items. These situations are handled by the central warehouses prior to the items being delivered to the end user. If the department finds they ordered in error or that the item does not meet their needs, an email shall be sent to the Buyers with the following information:

- Purchase Order number
- Name of Vendor
- Description of the item and item number on purchase order
- Quantity being returned
- Reason for return
- If damaged, describe damage
- Requested outcome, i.e. refund or exchange
- Department contact name, extension, and room number

Purchasing Buyers will obtain a return authorization number to coordinate the return and will convey to the initiator of the requisition the outcome of the discussions with the vendor. The items will remain with the requisitioner until the approval to return the items has been processed. Also, the department must submit a change order request form, detailing the exchange or return.

It is an additional responsibility to follow-up on back orders with vendors and advise the initiator of the requisition regarding the status on an ongoing basis.

Tagging Assets - All items valued at \$1,000 and over are tagged and recorded in the Datatel/ Colleague fixed asset system. The inventory tags are consecutively numbered. Assets purchased with Federal dollars are tagged with a barcode starting with the letter "F." While some items may be delivered by the vendor directly to departmental locations, the end user must notify the central warehouse of all assets valued at \$1,000 and above to be tagged and recorded in the fixed asset system.

Storage

The Santiago Canyon College warehouse occupies a square footage of 5,942 square feet of which 671 square feet is for office use and 5,271 square feet for storage. The front portion of the storage space is used for staging, the middle portion for current storage of technology and PPE and the back portion for surplus items. The Santa Ana College warehouse located in the newly constructed Johnson Student Center occupies a square footage of 991 square feet of which 141 square feet is for office use and 850 square feet for receiving and deploying goods. Due to the limited capacity at the Santa Ana College warehouse, staff will receive goods, enter the data into Colleague and deploy to the requesting department

immediately. The warehouse meticulously stores products and schedules delivery to various departments as requested. The warehouse does not store items indefinitely and will arrange to deliver all products on or before 30 days. In certain instances where furniture and heavy equipment is involved, the warehouse will contact the department to ensure that adequate space is available for the delivery of items and in certain instances when space is limited at the warehouse, the vendor is requested to deliver the items directly to the respective departmental location(s). It is of utmost importance that the warehouse personnel ensure adequate security for all items submitted for their custody. There is adequate equipment available at the warehouse including forklifts for which staff is trained for use.

For security, the warehouse utilizes an alarm system for all doors, video surveillance cameras that are monitored 24/7 and automatic locks on all doors.

Hazardous Materials Storage - The Warehouse will store hazardous materials (hazmat) in designated areas (not in the central warehouse) in consultation with District Risk Management. Hazmat items may include rubber items, medical waste, paint or oils, industrial lighting, or chemicals. Hazmat areas will be categorized and organized by type of material.

Deliveries

All delivery routes vary based on items to be delivered. The central warehouses staff utilizes the most efficient route possible to avoid excessive travel and delay. Departments receiving the delivery should ensure that adequate space is available for the items for expediency.

Surplus Assets

If a department or division determines that furniture or equipment is no longer needed, or at its end of life and should be disposed of, a Transfer Request form listing each item included is required.

- The asset tag number
- The description of the asset
- The serial number, if available or legible

The department disposing of the asset shall forward the completed form to the Santiago Canyon College warehouse in order to update the inventory listing and forward this to the custodial department to arrange prompt pick up of the assets. The form listing the asset must be provided to the Warehouse staff to ensure proper handling. Departments should immediately arrange for a surplus pick-up and refrain from storing furniture and equipment for lengthy periods before arranging for the pick-up. The following forms should be filled out to surplus assets:

1. [Furniture and Non-Information Technology Transfer Request](#) – The form must be filled out and must include the approval of the departmental administrator. The requestor is responsible for physically moving items from the site for warehouse staff pick-up.
2. [Information Technology Equipment Transfer Request](#) – This form requires that IT inspects and removes any information from the hard drive prior to moving to the warehouse for disposal.

Determine alternative Use of Assets – While one department may no longer have use for an asset, another department may be in need of this asset. The Warehouse personnel will make every effort to determine alternative needs by issuing an email to all departments listing the surplus assets for an open house.

Open House - Warehouse staff conduct an open house of surplus assets (**EDU Code Section 81450.5**) and District personnel are invited to examine and claim surplus items for District use only. After District employees, representatives from other public agencies are invited to come and determine if there are items that may be useful for their needs. All remaining items not claimed during the Open House will be sent to Auction.

Surplus for Auction – The Warehouse shall arrange for the auction company to pick-up all remaining surplus assets. Funds from the auction of surplus assets are forwarded to the Director, Purchasing Services who in turn sends the funds to the District Accounting for deposit to the District’s general fund and for recording.

Surplus Assets Purchased with Federal Funds – Disposition of these assets should be consistent with the federal requirements for disposing these assets. Resource Development should be contacted for the disposal of surplus property funded by federal funds.

Recording the Surplus Assets – Prior to final disposition of all assets, the warehouse will delete these surplus items from the fixed assets inventory in the Datatel/Colleague Fixed Assets system. Barcode tags will be removed from the assets disposed. According to OMB Circular 110g:

When the recipient no longer needs the equipment, the equipment may be used for other activities in accordance with the following standards. For equipment with a current per unit fair market value of \$5,000 or more, the recipient may retain the equipment for other uses provided that the compensation is made to the original Federal awarding agency or its successor. The amount of the compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value of the equipment. If the recipient has no need for the equipment, the recipient shall request disposition instructions from the Federal awarding agency. The Federal awarding agency shall determine whether the equipment can be used to meet the agency’s requirements. If no requirement exists within that agency, the availability of the equipment shall be reported to the General Services Administration by the Federal agency to determine whether a requirement for the equipment exists in other Federal agencies. The Federal awarding agency shall issue instructions to the recipient no later than 120 calendar days after the recipient’s request and the following procedures shall govern.

Board Approval – All surplus assets are presented to the Board of Trustees for approval prior to any open house, donation, auction or final disposition.

Records Retention

It is the responsibility of the Warehouse staff to coordinate records from various departments that are sent to the Schick facility for storage. This includes requesting the necessary boxes from Schick and coordinating the collection effort to forward these boxed records.

Per RSCCD Administrative Regulations AR 3310 Records Retention and Destruction:

Records of Rancho Santiago Community College District shall be retained, as appropriate, in accordance with Section 59020 through 59029 of Title 5 of the California Code of Regulations and other applicable provisions of state and federal law.

Records shall be classified as either Class 1 – Permanent Records, Class 2 – Optional or Class 3 – Disposable.

CLASS 1 – As defined in Title 5, Section 59023, these are to be retained indefinitely either as original or reproduced electronically. These include:

- Annual reports (official budget, financial reports, audit reports, Average Daily Attendance/Full time Equivalent Students, items declared by the Board to be designated as permanent).
- Official Actions (Board and committee minutes, election related documents, records transmitted by other agencies pertaining to District organization)
- Personnel records of employees and related documents

- Student records (enrollment, scholarships, accident/injury reports, incidents relating to insurance liabilities).
- Property records (detail records pertaining to land, buildings, and equipment)
- Foundation records – record relating to Title 26, USCA, Section 501 (C)(3).

CLASS 2 – Optional records (Section 59024), worthy of maintenance as specified in Title 5, Section 59024. These records should be maintained until such time that the records are classified as Class 3.

CLASS 3 – Disposable records. These can be disposed after three years following the year the records originated.

Imaging Records - Records can be electronically imaged as long as changes cannot be made to such records after imaging. These may be retained in lieu of the original record itself. The image should be accurate in detail and must be conveniently accessible and provisions must be made for preserving these imaged records.

Document Destruction – Records can be destroyed as follows:

- CLASS 1 – Hard copies can be destroyed if original had been electronically imaged or preserved. There are certain records that require maintaining a “wet signature” on the original documents.
- CLASS 2/CLASS 3 – These can be destroyed but should be supervised and accomplished by burning, shredding, pulping or other means to ensure destruction, and to prevent reconstruction of the records to any degree.

FIXED ASSETS INVENTORY

Datatel/Colleague Fixed Assets System – It is the responsibility of the Inventory, Delivery and Storage Services Supervisor to record all assets as follows:

	<i>Useful Life of Less than 1 Year</i>	<i>Useful Life of Greater than 1 Year</i>
<i>Under \$1,000 (Inventoried Items)</i>	<i>No Asset Tag & Expensed</i>	<i>No Asset Tag & Expensed</i>
<i>\$1,000 - \$4,999 (General Assets)</i>	<i>No Asset Tag & Expensed</i>	<i>Asset Tagged & Expensed</i>
<i>\$5,000 or Greater (Capital Assets)</i>	<i>No Asset Tag & Expensed</i>	<i>Asset Tagged & Capitalized</i>

The information recorded includes:

- Acquisition date
- Asset description
- Cost
- Serial number (if any)
- Location where the asset is assigned

Annual Physical Inventory Count – In order to maintain an accurate list of District assets an annual inventory count is performed by warehouse staff in close coordination with departmental personnel. Using scanners, the information is downloaded into the Fixed Assets system in Colleague. In order to have a systematic inventory count the following should be observed:

- It is important that the dates scheduled for the physical count are coordinated with departmental

personnel/Deans to make all assets available for scanning. Without this coordination, scanning of various assets may be missed.

- The count should be performed and completed during the same timeframe. Completion of the inventory effort may take one to two days per department.

Movement of Assets – In order to account for assets moved from one location to another, the physical inventory count should ensure that the location of the asset is adjusted in the fixed assets database. The department moving the asset is required to inform the Warehouse supervisor by completing the asset movement forms used to surplus assets. These forms are:

- The Furniture and Non-Information Technology Equipment Transfer Request – Indicate on the comment section the new location where the asset is being transferred.
- The Information Technology Equipment Transfer Request – The ITS Transfer portion of the form does not need to be filled out. It should simply indicate the new location where the asset will be used.

Responsibility for Equipment Use – Each District employee shall be responsible for the equipment under his/her control. Any loss of equipment shall be reported immediately to the departmental supervisor and Inventory, Delivery and Storage Services Supervisor for adjustments to the fixed assets system.

Calculation of Depreciation - For financial reporting purposes, the District has developed asset categories and capitalization thresholds to comply with GASB Nos. 34 and 35. Capital Assets are defined as real or personal property acquired for operations with a useful life of one year or greater amounting to \$5,000 and above. This process is done at the end of each fiscal year. The Supervisor calculates and reconciles the depreciation amount and forwards the information to Fiscal Services for inclusion in the annual financial report.

MAILROOM OPERATIONS

The mailroom is charged with the distribution of incoming/outgoing mail, overnight services and interoffice mail. There are certain functions performed by the Warehouse/mailroom Assistants:

Pick-up and Delivery Schedule

Morning Schedule:

Monday starts at SAC at 9:00AM. Route includes SAC, DO, Remington, Chapman, CWPC, SCC, OCSRTA, DMC, CEC and back to SAC.

Tuesday and Thursday starts at SAC at 9:00AM. Route includes CDC East, DO, Remington, Chapman, CWPC, SCC, OCSRTA, DMC, CEC and back to SAC.

Wednesday and Friday starts at SAC at 9:00AM. Route includes DO, Chapman, CWPC, SCC, OCSRTA, DMC, CEC and back to SAC.

Afternoon Schedule:

Every weekday starts at SAC at 1:00PM. Route includes DO, Chapman, CWPC, SCC, OCSRTA, DMC, CEC and back to SAC.

Mail Handling

- For the District, Santa Ana College and Santiago Canyon College the incoming mail is delivered to a central location and placed in the mail slots at these locations. It is up to the staff to pick up their mail at these central locations. Outgoing mail is placed in a central mail slot or bin for pick-up. Outgoing mail is metered (postage added by size and weight at current USPS rates) at these two locations.
- For Santiago Canyon College and other locations, mail is delivered to a central location. The staff at this location is tasked with distributing the mail to designated recipients. Outgoing mail is dropped off at these central locations. The warehouse staff collects mail, meters these at Santa Ana College or the District.
- Incoming bulk mail received is delivered to the departmental office for their handling. Outgoing bulk mail from printers is delivered directly to the postal locations using the District mail permit for postage. Certain bulk mail generated internally (i.e. Research, 1099's etc.) are handled by requesting the mailroom to pick-up bulk mail at the central location.

Note: All personal mail is required to have the necessary postage affixed to the envelope or will be returned undelivered. In bound personal packages and mail are not permitted and will be routed back to the sender.

Mail Inquiries – All mail related inquiries should be directed to the Supervisor of Inventory, Delivery and Storage Services.

USPS Compliance – It is the mail operations responsibility to keep abreast of all postal guidelines and advise all concerned of any changes that affect mail pick-up and delivery.

Postal Discounts – One benefit of large mail operations are discounts provided by the U.S. Postal Service. It is essential that the RSCCD mail operation is aware of any changes and take advantage of all cost saving programs.

Mail Permits – In order to ensure smooth mail operations, it is the responsibility of the Mail operation that necessary permits are paid on a timely basis.

STAFF DIRECTORY

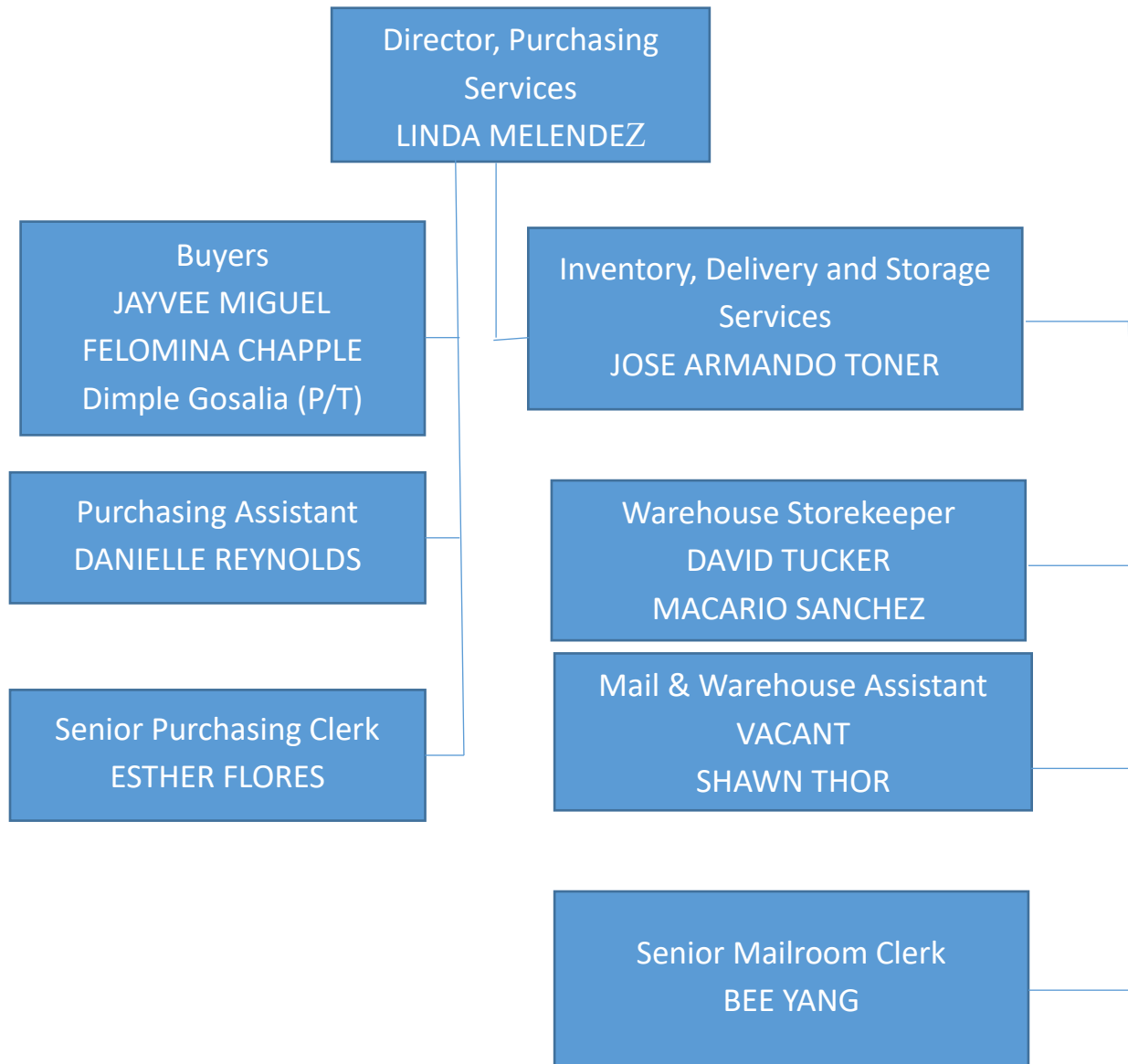
Name	Contact Information	Assigned Tasks
Linda Melendez	Tel. (714) 480-7371 melendez_linda@rscdd.edu	Director, Purchasing Services Ensure by directing staff to provide prompt and efficient service in procuring goods and services, maintaining good relationship with vendors, and obtaining best quality for funds spent.
Jayvee Miguel	Tel. (714) 480-7374 miguel_jayvee@rscdd.edu	Buyer Current assignment – support for Santa Ana College, Obtain the best price/quality for goods and services procured, Ensure timely processing of POs to meet District needs, Respond and advise users on purchasing alternatives.
Felomina Chapple	Tel. (714) 480-7379 chapple_mina@rscdd.edu	Buyer Current Assignment – support for Santiago Canyon Obtain the best price/quality for goods and services procured, Ensure timely processing of POs to meet District needs, Respond and advise users on purchasing alternatives.
Dimple Gosalia	Tel. (714) 480-7373 gosalia_dimple@rscdd.edu	Buyer (part-time) Current assignment – support district-wide. Obtain the best price/quality for goods and services procured. Ensure timely processing of POs to meet District needs, Respond and advise users on purchasing alternatives.
Danielle Reynolds	Tel. (714) 480-7372 reynolds_danielle@rscdd.edu	Purchasing Assistant Primary contact for services and maintenance required, contract renewals and coordination of bids and proposals.
Esther Flores	Tel. (714) 480-7375 flores_esther@rscdd.edu	Senior Purchasing Clerk Reviews information on requisitions, recording encumbrances, maintains and updates vendor information including W-9s and insurance.
Jose Armando Toner	Tel. (714) 628-5977 toner_armando@rscdd.edu	Supervisor, Inventory, Delivery and Storage Services Oversees the warehouse and mailroom operations, Ensures that assets acquired are secured and tagged, if necessary, maintains and conducts asset inventory, and ensures efficient handling of District mail.

Name	Contact Information	Assigned Tasks
David Tucker	Tel. (714) 628-5976 tucker_david@rscdd.edu	Warehouse Storekeeper Receives product deliveries at the central warehouse, ensures prompt delivery of products to the final destination and assist in tagging assets amounting to \$1,000 or more.
Macario Sanchez	Tel. (714) 628-5976 sanchez_macario@rscdd.edu	Warehouse Storekeeper Receives product deliveries at the central warehouse, ensures prompt delivery of products to the final destination, assist in tagging assets amounting to \$1,000 or more.
Vacant	Tel. (714) 564-6378	Mail & Warehouse Assistant Assist in the coordinating receipt and disposition of surplus assets, picking up, sorting and delivery of all classes of mail and assists in warehouse operations and conducting fixed assets inventory count.
Shawn Thor	Tel. (714) 564-6378 thor_shawn@rscdd.edu	Mail & Warehouse Assistant Assist in the coordinating receipt and disposition of surplus assets, picking up, sorting and delivery of all classes of mail and assists in warehouse operations and conducting fixed assets inventory count.
Bee Yang	Tel. (714) 564-6378 yang_bee@rscdd.edu	Senior Mailroom Clerk Coordinates mail delivery to all District locations, assigning mail slots each semester, keep abreast of postal guidelines and ensure implementation of mail related activities.

APPENDIX

Organizational Chart

RSCCD PURCHASING SERVICES ORGANIZATION



Applicable Codes and Related District Policies

[Education Code \(EC\)](#)

[Public Contract Code \(PCC\)](#)

RSCCD Board Policies and Administrative Regulations: The following are the policies and administrative guidelines that govern the operation of the Purchasing Services department.

[BP 3310/AR 3310](#) – Records Retention and Destruction

[BP 6330/AR 6330](#) – Purchasing

[BP 6332/AR 6332](#) – Competitive Bidding

[BP 6340/AR 6340](#) – Contracts

[BP 6503/AR 6503](#) – Inventory Control

[BP 6504/AR 6504](#) – Movable Inventory Control Responsibility

[BP 6505/AR 6505](#) – Inventory Order Quantity and Storage Controls

[BP 6550/AR 6550](#) – Disposal of Property

[BP 6603/AR 6603](#) – Informal Bidding Procedures under CUPCCAA

[BP 6752/AR 6752](#) – Donation of Vehicles

Board Policies and Administrative Regulations under Business and Fiscal Services may also apply to Purchasing Services processes and procedures.

Guides and Resources

[Administrative Regulation \(AR\) 6150 – Designation of Authorized Signatures](#)

[Blanket Purchase Order Guide \(coming soon\)](#)

[Board Policies and Administrative Regulations](#)

[Change Order Request Form](#)

[Colleague Status Guide for PRs and POs](#)

[Contract Guide/Contract Basics](#)

[Contract and Amendment Templates](#)

[Credit Card Guidelines](#)

[CUPCCAA Overview and Guidelines](#)

[Dollar Amount Limitations for Procurement](#)

[Equipment Transfer – Furniture and Non-Technology](#)

[Equipment Transfer – Information Technology](#)

[Furniture Guidelines](#)

[Instructional Supply Guidelines](#)

[Office Depot Online Ordering Procedures for Blanket POs](#)

[Professional Service Agreement \(PSA\) Quick Guide](#)

[Professional Services Checklist](#)

[Purchase Order Terms and Conditions](#)

[Queue Approval List for Colleague PR Approvals](#)

[Requisition Language Templates](#)

[Schick Records Transmittal Form](#)

[Schick Records Withdrawal/Re-file Form](#)

[Solicitation of Quotes Packet](#)