

Yavapai COLLEGE

Your community. Your college.

Information for Suppliers

Purchasing and Contracting Department
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www2.yc.edu/content/purchasing/default.htm

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*The Yavapai College
Purchasing and Contracting Department
is the Proud Recipient
of the 2005, 2006, 2007, 2009 and 2009
“Excellence in Procurement Award”*



Dear Supplier

This guide has been prepared to provide information that will assist your efforts to conduct business with Yavapai College; additional information is available on our website. Please contact our office if you have questions not covered by this guide or the website.

Thank you for your interest in Yavapai Community College District.

Sincerely,

Phyllis Lewellen
Director

Pam Risaliti, C.P.M., CPPB
Assistant Director

Karen Jones
Purchasing Assistant

Introduction

Yavapai Community College (YC) is a comprehensive, two-year community college with five traditional and numerous satellite campuses. YC currently serves a population of approximately 180,000, dispersed over an area of 8,123 square miles in North Central Arizona. The Prescott campus is located approximately 97 miles north of Phoenix, Arizona. Founded in 1967, the college currently enrolls over 14,800 students in credit and non-credit classes.

Purchasing and Contracting Department

The Purchasing and Contracting Department is responsible for the procurement of all items and services necessary for the operation of the College District while maintaining effective stewardship of District funds.

These objectives are met within the rules of the Arizona State Procurement Code by the authority of the Yavapai Community College District Governing Board and the College President.

The members of the purchasing staff are dedicated professionals who conduct themselves in a courteous, ethical and professional manner while promoting fair and legal trade practices.

The Central Purchasing and Contracting staff organizes and administers the de-centralized purchasing program; a representative from each department or division is

trained and designated as the purchasing liaison for that area. These liaisons have limited purchasing authorization (see Purchasing Methods).

For additional information, please visit our website at www2.yc.edu/content/purchasing/default.htm.

You may contact us via e-mail at purchasing@yc.edu, by phone at (928) 776-2048 or by fax at (928) 776-2193. The office is located on the Prescott Campus at 1100 E. Sheldon Street, Prescott, AZ 86301 in building seven.

Supplier Registration

The first step to conducting business with Yavapai College is to complete a supplier registration form. An interactive form is available on our website.

The information received from these forms will be included in the computerized supplier database maintained by the Purchasing and Contracting office that is available to the college community. If there are changes to your business information, please submit an updated form.

This information will be purged every three years of companies that have not done business with the college.

Office Visits

Sales representatives are a valuable source of information and we value your visits. Our office hours are Monday through Thursday from 8:00 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to 4:00 p.m. We meet suppliers by appointment only. Summer hours are Mon-Thurs 8:00 a.m. – 6:00 p.m. closed on Fridays.

Supply Partners

Yavapai College has numerous contracts in place with suppliers that are referred to as Supply Partners. A Supply Partner is a preferred supplier with whom the Purchasing and Contracting Department has entered into a contract. The majority of these contracts come about via the IFB/RFQ/RFP process. These are multi-year contracts reviewed regularly; they are renewed when it is in the best interest of the College.

Purchasing Methods

Levels of purchasing authority are as follows:

- **Transactions under \$1,000**
Processed by the designated purchasing liaison at the department level using a purchase card (JP Morgan MasterCard) or by requesting payment via check.
- **Transactions between \$1,001 and \$5,000**
Processed by the Purchasing Department via a purchase order.
- **Transactions between \$5,001 and \$10,000**
 1. Contracted Supply Partners – Processed by the Purchasing Department – no quotes required
 2. No Supply Partner – Three verbal quotes required. Information from quotes is attached to the requisition and order is processed by the Purchasing Department.
- **Transactions between \$10,001 and \$25,000**
 1. Contracted Supply Partners – Purchase Order processed by the Purchasing Department
 2. No Supply Partner – Three written quotes required. Attach quotes to requisition and order is processed by the Purchasing Department
- **Transactions over \$25,000**
Formal Bid Process required.

Order Splitting

It is illegal and unethical to split purchases to reduce supplier costs within the authorized spending limits of liaisons. Businesses found to be operating in this manner will receive a written warning for the first offense and be removed from the authorized supplier listing for any additional occurrences.

Unauthorized Procurements

Procurements and/or other commitments made by unauthorized personnel are not legal and binding upon the College. Yavapai College will not be responsible for payment of orders placed by unauthorized individuals.

Formal Bid Process

Upon receiving notification from a purchasing liaison that a department has a need for a product or service with an estimated cost in excess of \$25,000, a member of the Purchasing and Contracting staff will determine whether an IFB or an RFP will best suit the needs of the college. Although terms and conditions vary by bid requirements, suppliers can review general terms and conditions online. These terms and conditions will become part of the final contract.

Request for Proposal

The request for proposal is used in cases where price is not the only determining factor or when the end user knows what they would like done, but require the expertise of the supplier to determine the best product or service to fulfill their needs. The primary use is for specialized services such as architects, consultants, legal counsel, or in developing a new program or product.

Invitation for Bid

The invitation for bid is used for purchases when a specific product or service is required and cost may be one of the major factors in determining the supplier used.

Process for RFP/IFB

1. Recognize need – meet with end users and technical experts to write Statement of Work (SOW) for project
2. Estimate costs and obtain budget approval for project
3. Determine if the RFP or the IFB process would best fulfill requirements
4. Compose RFP/IFB including terms and conditions, closing date, instructions to suppliers etc.
5. Check Supplier listing for qualified suppliers
6. Advertise (if warranted by \$ amount of project and number of qualified suppliers)
7. Release RFP/IFB to public and post to website
8. Have Pre-bid meeting if required
9. Receive quotes/proposals. All responses must be delivered to the Purchasing and Contracting office before the due date and time with the RFP/IFB number clearly noted on the outside of the package
10. Determine supplier that best meets the needs of the college utilizing the rules for either RFP or IFB
11. Enter into contract with the supplier; contract will include terms and conditions, information in the RFP/IFB and the supplier's response.
12. Post results on website
www2.yc.edu/content/purchasing/default.htm

Errors in Bids or Proposals

Suppliers are responsible for the accuracy of their submissions. Submissions may be amended or withdrawn by the bidder up to the closing date and time. If an error is discovered after that time, the submission may not be amended but may be withdrawn prior to the acceptance. After an order has been issued, no submission may be withdrawn or amended unless the designated Purchasing representative considers the change to be in the College's best interests.

Late Bids or Proposals

It is the supplier's responsibility to ensure that their submissions are received in the Purchasing Office no later than the appointed hour of the opening date as specified on the IFB/RFP. Late submissions will not be considered and will be returned to the supplier unopened.

Rejected Bids or Proposals

Yavapai College reserves the right to reject any or all submissions and/or to waive any informality if it is in the best interest of the College.

Confidentiality of Supplier Information

Yavapai College is a public institution; therefore, our files are public record. Information supplied to the College in response to college request will be kept confidential until after a contract is awarded. At that time, all information becomes part of the file, which is open to the public, and contracted supplier will be posted on the YC Purchasing website. Proprietary information, that is so marked, submitted to YC will be kept confidential to the best of our ability.

Written Contracts

The President of Yavapai College, their designee and members of the Purchasing and Contracting staff are the only persons authorized to sign a contract/agreement on behalf of the college. All contracts need to be reviewed by a member of the Purchasing staff. Legal counsel may also review contracts if necessary.

Deliveries

Deliveries are FOB destination, unless otherwise specified. The college's title to the goods occurs upon satisfactory delivery and acceptance at the delivery address on the purchase order. Any delivery costs must be included in the invoice costs. YC will not accept COD shipments. Deliveries to the Prescott campus will be through Central Receiving located in Bld. 7. The Department and contact name must be in the delivery address of all packages. Additionally, if items were

purchased on a Purchase Order that number must be noted. YC reserves the right to accept partial shipments or to deny complete deliveries if product is damaged. The supplier will file all damage reports. Receiving personnel will note all apparent damage, but reserve the right for final inspection by the ordering department.

Prescott Campus
1100 E. Sheldon Street
Prescott, AZ 86301

Verde Valley Campus
601 Black Hills Drive
Clarkdale, AZ 86324

Sedona Center for Arts & Technology
4215 Arts Village Drive
Sedona, AZ 86336

Prescott Valley Center
6955 Panther Path
Prescott Valley, AZ 86314

Chino Valley Agribusiness and Science Technology
2275 Old Manor Way
PO Box 4048
Chino Valley, AZ 86323

C-Tech Building
220 Ruger Road
Prescott, AZ 86301

Taxes

Yavapai College is subject to state and city taxes. For out of state purchases, where the supplier does not collect taxes, YC pays Arizona usage tax.

Terms of Payment

Unless otherwise stated, YC pays within 30 days of invoice. Product must be received in good condition and invoice showing original PO number and ordering department must be sent to Accounts Payable for payment. Invoices will not be paid until items have been received in good order, accepted in full and the PO is forwarded to Accounts Payable by the Receiving Department.

Supplier Responsibilities

Yavapai College expects suppliers to act as partners, whether contract is for a product or service. This includes long-term contracts, single purchase orders and orders via purchase card. Performance of contractual obligations will ensure your continued participation in our Purchasing Program.

We expect the following from our suppliers:

- Good communication between supplier and buyer
- Pricing, product and service to adhere to the original order
- Competitive pricing
- On time delivery
- Compliance with all YC Purchasing procedures, terms and conditions
- Professionalism in dealing with YC personnel
- All Vendors must complete YC substitute W-9 and Vendor Authorization Form

You can help us do a better job

- Please don't offer gifts or gratuities, we cannot accept them.
- Share your expertise; tell us of ways to improve (products, processes, etc.)
- Provide us with up to date pricing and catalogs and price your materials and services competitively.
- Make deliveries when promised; if there is a problem then let us know.
- Always put the Purchase Order number, contact name and the ordering department on the outside of shipping boxes, on the packing slip and on the invoice.
- We value your visits; however, we do recommend you call for an appointment or we may not be able to meet with you.
- Be responsive when we call for a quote, we are usually working within a deadline.
- Let us know if you have a State Contract or Purchasing Cooperative contract that we may be interested in using.
- Work with us to make our purchasing experience a good one and we will remember it.