

**SUPPLIER'S GUIDE**  
**TO**  
**DOING BUSINESS**  
**WITH**  
**UCMERCED**

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PROCUREMENT SERVICES DEPARTMENT

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## ***Welcome to the Procurement Services Department!***

*We appreciate your interest in doing business with UC Merced and hope this brief guide will be of benefit to you as a new supplier or as one of our present suppliers. Our aim is to be helpful to you in your sales effort and to promote a climate for good business relationships with the University of California, Merced. This guide will outline our procurement procedures and policies. Should you need more information, please contact us at [procurement@ucmerced.edu](mailto:procurement@ucmerced.edu).*

### **MISSION AND PURPOSE**

We strive for continuous improvement in our processes and practices to maximize value, minimize University risk and promote environmental stewardship in support of the University's mission of teaching, research and public service. It is a goal of the Procurement Services Department to maintain continuity of services and supplies, to support the various departments to enable them to provide their services to our customers, and to purchase at the lowest cost consistent with the quality and quantity required.

### **ORGANIZATION**

The purchase of goods and services for UC Merced are centralized under the Procurement Services Department with limited delegation of purchasing authority extended to campus departments. Contracting assignments for central buyers are organized by commodity area. Suppliers are encouraged to contact the Procurement Services Department to discuss the University's requirements for specific products and/or services.

### **HOURS AND LOCATION**

The Procurement Services Department is located at 1715 Canal Street in downtown Merced. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. In order to conserve your time and ensure you an adequate hearing, we urge you to make an appointment prior to your visit.

### **POLICIES AND PROCEDURES**

Campus departments may issue departmental purchase orders for delegated (non-restricted) transactions of up to \$4999.99 per vendor per day or use an official campus Procurement Card (limit \$2,500.00/transaction). Campus departments may exceed these delegated transaction threshold in limited instances when a "release" order is placed against a "master" campus agreement that permits higher transaction limits.

**With the exception of Procurement Card transactions, vendors/suppliers shall not sell to the University without a Purchase Order.** Procurement Services is the only office with legal authority to execute (non-construction) contracts/purchases exceeding the transaction thresholds described above. For purchases with an estimated value of \$100,000 or more, or those below \$100,000 which are conducive to competition, formal solicitations are prepared and issued by UC Merced Procurement Services. The solicitations are provided to potential bidders as well as posted on the campus bid posting webpage. Informal solicitation is sought for requirements that fall below the University bid threshold of \$100,000, when practical.

Awards are made to the responsive, responsible bidder(s) with the lowest overall cost to the University. Purchase Orders are issued for officially authorized purchases under compliance with the State of California Public Contract Code and The Regents of the University of California Business and Finance Bulletin BFB-BUS-43, which governs procurement of goods and services for the University of California. (Visit: <http://policy.ucop.edu/doc/3220485/BFB-BUS-43>.)

**BID LIST:** Lists of interested and responsible suppliers are maintained by Procurement Services. Visit our webpage [procurement.ucmerced.edu](http://procurement.ucmerced.edu) to register as a supplier with the University and contact Procurement Services to add your company name to our bidders list.

**BID RESULTS:** After the due date and bid award, bid awards are a matter of public record. Written requests must be submitted (to [publicrecords@ucmerced.edu](mailto:publicrecords@ucmerced.edu)) to formally request compliance with the California Public Records Act. Due to the quantity of bids received, we are unable to furnish copies or accept telephone inquiries as to bid results.

It should be understood that a formal bid constitutes an offer to enter into a contract with the University which, if accepted, is binding upon you. Do not promise deliveries you cannot fulfill. If your bid is accepted, your contract will hold you to all the terms and conditions of the invitation to bid.

**SHIPMENT:** Deliveries in almost all cases are required to be made to the University "FOB: Destination."

**DELIVERY:** Requirements for delivery are specified on all bids and Purchase Orders. Failure to meet the specified date may cause cancellation of the order. Replacement order expenses may be charged to the supplier for breach of contract and will reflect on the supplier's performance rating.

## INSPECTIONS

University specifications define the quality and performance required of each purchase. Variations from the specifications make a shipment subject to rejection. In addition to quality condition checks at delivery, purchases are subject to inspection for conformity with specifications. Such inspections may be made at the supplier's plant, upon delivery, or when the items are later applied to their intended use. A supplier's record of compliance with specifications is an important factor in evaluating buying sources.

## SHIPPING/RECEIVING

All materials and supplies shipped to the University **MUST** be accompanied by an itemized packing slip that details the items and quantity shipped with a description for each line item.

The University's Purchase Order number and line item number(s) must be noted on all packages, invoices, shipping papers, shipping labels, and bills of lading.

Please make every attempt to ship correct quantities. Over-shipments without prior authorization can cause your invoice to be held, which will delay payment.

Duplicate shipments will also cause invoices to be held and will delay payment. Avoid duplicate material shipments by shipping only those line items and quantities indicated on the Purchase Order.

If you have to ship less than the requested quantity and are considering it as a complete shipment, you must specify this on the packing slip. This does not guarantee that the balance of the original quantity due on the Purchase Order is waived by the University.

Receiving hours are from 8:00 a.m. to 4:30 p.m., Monday - Friday, standard business days.

## PAYMENT

Invoices will be processed centrally by our Accounts Payable. The University's Purchase Order number must appear on your invoice, shipping papers, and all related correspondence.

Match invoice line item numbers, descriptions, quantities, and prices with the corresponding information on the Purchase Order. If the information does not match exactly, payment may be delayed.

Invoice the same units of measure as ordered on the Purchase Order (e.g., if the University orders by the case, invoice by the case).

Do not submit your invoice prior to the University receiving the materials and/or services.



**EXCEPTION:** There are obviously times during emergencies when an order must be placed by non-Procurement Services University personnel, such as after hours or on weekends (when the Procurement Services office is normally closed). Emergency purchases may be made for items which are immediately necessary for the preservation of life or property. Be assured that true emergency purchases at such times without Purchase Order numbers will be approved.

## OTHER REQUIREMENTS

**INSURANCE:** In all instances in which supplier personnel enter University of California, Merced property to repair, install, service, construct, etc., the University requires General Liability and Auto Liability Insurance. The Certificate required must also name "The Regents of the University of California" as "Additional Insured", include the Endorsement, and must include Workers' Compensation Insurance Coverage. Whenever insurance is required on a Purchase Order, the vendor will be supplied with complete requirements for coverage. Some vendors have their carriers issue the Certificate to cover "all operations" for the University. This eliminates the need to provide a Certificate for each project. Contact the Procurement Services office for further information on this requirement.

**SPECIFICATIONS:** Written specifications are used in the bidding process to describe the level of quality required. Unless otherwise specified, all merchandise purchased is new and unused.

In addition to the specifications, certain terms and conditions governing purchases are also outlined in the bid form. Cash and term discounts are encouraged and may be considered in the evaluation of a bid award.

## **ENVIRONMENTAL SUSTAINABILITY:**

UC Merced is committed to the sustainable use of energy and other scarce resources. Sustainable practices support ecological, human, and economic health and vitality. Sustainability presumes that resources are finite and should be used conservatively and wisely with a view to long-term priorities and consequences of the ways in which resources are used.

**BLANKET PURCHASE ORDERS:** A Blanket Purchase Order (BPO) allows a vendor to sell goods to the University on an “as-needed” basis at specific prices or under a specific pricing formula for a specified period of time - usually one year or more. The BPO is a “master agreement”; therefore, a supplier holding a BPO *shall not* ship goods until an authorized University employee issues a written or verbal “release order” for specific goods to be supplied pursuant to the BPO. Only items which are described on the BPO may be purchased. The supplier must reference the BPO number on all invoices and documentation.

**CHANGES:** The Purchase Order is the University’s contract with the supplier. Therefore, any change to that contract must be in writing via a Change Order and authorized by Procurement Services personnel.

**TAX:** The University is exempt from federal excise tax by federal law. However, prices quoted by vendors shall include California sales tax. Unless otherwise stated, all applicable taxes should be included on invoices. California sales tax is paid directly to out-of-state vendors, if the vendor is licensed to collect such tax.

**GIFTS AND GRATUITIES:** The University prefers that no employee shall accept any gifts and/or gratuities from any supplier or potential supplier.

**BUY LOCAL:** Consideration will be given to local vendors, if quality, price, and other pertinent conditions are equal. A local vendor is defined as a company established within the University’s service area.

## **SUMMARY**

We hope this brief outline has helped you in understanding our Department and its purpose.

### ***We know that we can assist you by:***

- Directing your attention to our present and future needs.
- Consolidating our requirements.
- Arranging demonstrations for the appropriate people.
- Aiding in obtaining the greatest yield for your time and effort.

### ***We hope you will help us by:***

- Keeping us informed concerning new items and trends.
- Remembering that contractual commitments may only be made by Procurement Services or authorized department personnel via Purchase Order or PCard.
- Checking with us before leaving demo products, loaner equipment, or supplies with departments.
- Aiding us in obtaining the greatest yield for our time, effort, and the ratepayers’ dollars.

When we do conduct business with you, it is our desire to have you feel that each transaction has been satisfactorily concluded.

## PRINCIPLES AND STANDARDS OF ETHICAL SUPPLY MANAGEMENT CONDUCT

*Integrity in Your Decisions and Actions*  
*Value for Your Employer*  
*Loyalty to Your Profession*

From these principles are derived the Institute for Supply Management (ISM) standards of supply management conduct:

1. **Impropriety.** Prevent the intent and appearance of unethical or compromising conduct in relationships, actions and communications.
2. **Conflicts of Interest.** Ensure that any personal, business or other activity does not conflict with the lawful interests of your employer.
3. **Influence.** Avoid behaviors or actions that may negatively influence, or appear to influence, supply management decisions.
4. **Responsibilities to Your Employer.** Uphold fiduciary and other responsibilities using reasonable care and granted authority to deliver value to your employer.
5. **Supplier and Customer Relationships.** Promote positive supplier and customer relationships.
6. **Sustainability and Social Responsibility.** Champion social responsibility and sustainability practices in supply management.
7. **Confidential and Proprietary Information.** Protect confidential and proprietary information.
8. **Reciprocity.** Avoid improper reciprocal agreements.
9. **Applicable Laws, Regulations and Trade Agreements.** Know and obey the letter and spirit of laws, regulations and trade agreements applicable to supply management.
10. **Professional Competence.** Develop skills, expand knowledge and conduct business that demonstrates competence and promotes the supply management profession.

*UC Merced subscribes to these supply management principles  
of the Institute for Supply Management.*

## CODE OF ETHICS

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purpose of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEP Members and promote a spirit of unity and a keen interest in professional growth among them.

***UC Merced also subscribes to this Code of Ethics of the National Association of Educational Procurement (NAEP).***