



Handbook of Purchasing Regulations

Revised: 02/03/2023

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1.0 INTRODUCTION

The purpose of this Handbook is to reach out to the college community to explain how to purchase the goods and services needed to support the college's goals to promote student success.

The Purchasing Department is primarily responsible for preparing and issuing all purchase orders in accordance with state and college regulations and maintaining ethical and effective business practices. To be valid, purchase orders must be approved by the LBCCD governing Board. The Purchasing Department staff is committed to providing the highest level of customer service, efficiency and integrity in its duty to procure the goods and services necessary for the college to fulfill its educational mission.

The following Purchasing Handbook is designed to provide detailed information that will assist you in your purchases of needed goods and services. It explains our standard operating procedures and provides examples of a variety of common tasks.

The guide is intended to be used as a "stand-alone", self-paced learning tool and as the core curriculum for new employee orientation training.

2.0 CODE OF ETHICS FOR PURCHASING

The Long Beach Community College District subscribes to the following Code of Ethics for the procurement of goods and services, as developed by the National Association of Educational Buyers, Inc.

1. Give first consideration to the objectives and policies of our 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 designee 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 the 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 government and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical, and legal trade practices.
12. Counsel and cooperate with purchasing associates and promote a spirit of unity and a keen interest in professional growth among them.

3.0 CONFLICT OF INTEREST - EMPLOYEES

Purpose

It is the responsibility of each member of the college staff and of the Purchasing Department to take all appropriate steps to assure that the college does not knowingly enter into 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 of Purchasing and Contracts as applicable.** No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by local 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 that 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. No officer, employee, or agent of the district shall solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreement, or vendors awarded contracts by the district.

Form 700 – Statement of Economic Interest

Per Government Code Section 82019, all Long Beach Community College District Board of Trustee Members and designated Long Beach Community College 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 the following positions: Superintendent-President; Vice President, Academic Affairs; Vice President, Administrative Services; Executive Vice President, College Advancement and Economic Development; Vice President, Human Resources; Vice President, Student Support Services; Associate Vice President, Instructional and Information Technology Services; Deputy Director, Academic Computing & Multimedia Services; Director, Applications Development & Support; Deputy Director, Network Services; Director, District Facilities; Director, Business Support Services; Deputy Director, Planning and Construction; Deputy Director, Operations and Maintenance; Director, Fiscal Services; Deputy Director, Finance & Accounting; Deputy Director, Purchasing and Contracts; Senior Buyers, Buyers and Personnel Commissioners. The responsibility to keep this form updated lies with the aforementioned LBCCD employees and elected officials. Notice will be distributed annually, reminding all employees and Governing Board members of their need to complete this form. It is the responsibility of each person to keep the disclosure form current. The employee as needed shall make updated disclosures during the year if circumstances change.

Record Keeping, Reporting, and Review

The Board Secretary shall maintain the listing of disclosure forms (Form 700). Copies of the disclosure forms shall be provided to the office of the Vice President of Administrative Services. Purchasing staff shall refer to these forms as part of the normal purchasing and contracting procedures. This is done to identify all potential conflicts of interest. All related party transactions shall be recorded in the Purchasing Department. Transactions shall be subject to periodic review by the Internal Audit Manager.

Basis of Procedure

The basis for this department procedure is Government Code 1090.

Action

Violations of this procedure will result in a written memorandum from the purchasing department notifying the requestor that the requisition will not be processed due to a conflict of interest per Government code 1090. (See page 7 for Government Code 1090)

APPLICABLE STATE LAWS, ED CODES OR COLLEGE POLICIES

Since the Long Beach Community College District is a public agency, a variety of state laws and related District policies regulate the purchasing and expenditure processes. The following is a listing of most, but not all, pertinent code that governs the process.

Applicable state laws are found in the Education Code, Public Contract Code and Government Code and are summarized below. More information can be obtained at <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

Related District Policies/Regulations and pertinent guidelines are available <http://www.lbcc.edu/Policies/policies.cfm> and <http://www.lbcc.edu/Policies/regulations.cfm>

Reference: 6003. Purchasing and Materials
6009. Bids and Contracts

Government Code (GC)

GC 1090. Conflict of Interest

Members of the Legislature, state, county, district, judicial district and city officers or employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity. As used in this article, “district” means any agency of the state formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries.

Education Code (EC)

EC 81550. Authority to lease equipment

A community college district may, as lessee, enter into a lease of lease-purchase agreement for equipment or service systems with any person, firm, corporation or public agency. As used in this article equipment includes (1) school buses, (2) other motor vehicles, (3) test materials, educational films, and audiovisual materials, and (4) all other items defined as equipment or service systems in the Community College budget and Accounting Manual.

EC 81551. Provisions applicable to contracts

Before a lease or lease-purchase agreement may be entered into the lessee shall comply with all applicable provisions for bids and contracts prescribed by Article 3 (commencing with Section 81640) of Chapter 3 of this part. Each contract shall show the total price for an outright purchase of any item and also its total cost for the entire specified term of the contract.

EC 81552. Terms of leases

The term of any lease or lease-purchase agreement shall not exceed the estimated useful life of the item but in no event shall the term exceed 10 years. A lease, but not a lease-purchase agreement, may be renewable at the option of the lessee and the lessor, jointly, at the end of each term at a rate not more than 7 percent annually above the rate set pursuant to the existing agreement. In no event shall the combined period of the original lease and renewals or extensions exceed 10 years. Any contract for the lease or lease-purchase of equipment or service systems which was in

existence prior to the effective date of this act shall remain in effect and such terms are hereby ratified.

EC 81644. Duration of continuing contracts for service and supplies

Continuing contracts for work to be done, services to be performed, or for apparatus or equipment to be furnished, sold, built, installed, or repaired for the district, or for materials or supplies to be furnished or sold to the district may be made with an accepted vendor as follows: for work or services, or for apparatus or equipment not to exceed five years; for materials or supplies, not to exceed three years.

EC 81645. Acquisition, procurement, or maintenance of electronic systems and materials; goods and services

The governing board of any community college district may contract with a party who has submitted one of the three lowest responsible competitive proposals or competitive bids, for the acquisition, procurement, or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related materials, goods, and services, in accordance with procedures and criteria established by the governing board.

EC 81651. Purchase without estimates or bids

The governing board of any community college district may purchase supplementary textbooks, library books, and educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the operation of the schools of the district without taking estimates or advertising for bids.

EC 81450. Sale of Personal Property (Surplus)

(a) The governing board of any community college district may sell for cash any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. There shall be no sale until notice has been given by posting in at least three public places in the district for not less than two weeks, or by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation there; or if there is no such newspaper, then in a newspaper having a general circulation in the district; or if there is no such newspaper, then in a newspaper having a general circulation in a county in which the district or any part thereof is situated. The board shall sell the property to the highest responsible bidder or reject all bids. (b) The governing board may choose to conduct any sale of personal property authorized under this section by means of a public auction conducted by employees of the district or other public agencies, or by contract with a private auction firm. The board may delegate to the district employee responsible for conducting the auction the authority to transfer the personal property to the highest responsible bidder upon completion of the auction and after payment has been received by the district.

EC 81450.5 Donation of Personal Property (Surplus)

Notwithstanding Sections 81450 and 81452, a community college district may, without providing the notice required by Section 81450, exchange for value, sell for cash, or donate any personal property belonging to the district if all of the following criteria are met: (a) The district determines that the property is not required for school purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use. (b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public

entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated. (c) The receipt of the property by a school district or community college district would not be inconsistent with any applicable district-wide or school site technology plan of the recipient district.

Public Contract Code (PCC) PCC

1101. Public Works contract

A Public Works Contract as used in this part, means an agreement for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.

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.

PCC 20118.2. Technology related equipment, software, and services

(a) Due to the highly specialized and unique nature of technology, telecommunications, related equipment, software, and services, because products and materials of that nature are undergoing rapid technological changes, and in order to allow for the introduction of new technological changes into the operations of the school district, it is in the public's best interest to allow a school district to consider, in addition to price, factors such as vendor financing, performance reliability, standardization, life-cycle costs, delivery timetables, support logistics, the broadest possible range of competing products and materials available, fitness of purchase, manufacturer's warranties, and similar factors in the award of contracts for technology, telecommunications, related equipment, software, and services.

(b) This section applies only to a school district's procurement of computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus. This section does not apply to contracts for construction or for the procurement of any product that is available in substantial quantities to the general public.

(c) Notwithstanding Section **20118.1**, a school district may, after a finding is made by the governing board that a particular procurement qualifies under subdivision (b), authorize the procurement of the product through competitive negotiation as described in subdivision (d).

(d) For purposes of this section, competitive negotiation includes, but is not limited to, all of the following requirements:

(1) A request for proposals shall be prepared and submitted to an adequate number of qualified sources, as determined by the school district, to permit reasonable competition consistent with the nature and requirement of the procurement.

- (2) Notice of the request for proposals shall be published at least twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.
- (3) The school district shall make every effort to generate the maximum feasible number of proposals from qualified sources and shall make a finding to that effect before proceeding to negotiate if only a single response to the request for proposals is received.
- (4) The request for proposals shall identify all significant evaluation factors, including price, and their relative importance.
- (5) The school district shall provide reasonable procedures for the technical evaluation of the proposals received, the identification of qualified sources, and the selection for the award of the contract.
- (6) Award shall be made to the qualified bidder whose proposal meets the evaluation standards and will be most advantageous to the school district with price and all other factors considered.
- (7) If award is not made to the bidder whose proposal contains the lowest price, the school district shall make a finding setting forth the basis for the award.
- (e) The school district, at its discretion, may reject all proposals and request new proposals.
- (f) Provisions in any contract concerning utilization of small business enterprises, that are in accordance with the request for proposals, shall not be subject to negotiation with the successful proposer.

PCC 20651. Letting contracts; necessity of bids

The governing board of any community college district shall let any contracts involving an expenditure of more than fifty thousand dollars (\$50,000) for any of the following:

- (1) The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.
- (2) Services, except construction services.
- (3) Repairs, including maintenance as defined in Section 20656, that are not a public project as defined in subdivision (c) of Section 22002.

The **contract** shall be let to the lowest responsible bidder who shall give security as the board requires, or else reject all bids.

The governing board shall let any **contract** for a public project, as defined in subdivision (c) of Section 22002, involving an expenditure of fifteen thousand dollars (\$15,000) or more to the lowest responsible bidder who shall give security as the board requires, or else reject all bids. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security:

- (1) Cash.
- (2) A cashier's check made payable to the community college district.
- (3) A certified check made payable to the community college district.
- (4) A bidder's bond executed by an admitted surety insurer, made payable to the community college district.

Upon an award to the lowest bidder, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the district beyond 60 days from the time the award is made. This section applies to all equipment, materials, or supplies, whether patented or otherwise. This section shall not apply to professional services or advice, insurance services, or any other purchase or service otherwise exempt from this section, or to any works done by day labor or by force account pursuant to Section 20655. Commencing January 1,

1997, the Board of Governors of the California Community Colleges shall annually adjust the dollar amounts specified in subdivision (a) to reflect the percentage change in the annual average value of the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce for the 12-month period ending in the prior fiscal year. The annual adjustments shall be rounded to the nearest one hundred dollars (\$100).

PCC 20652. Purchase through public corporations without advertising for bids.

Notwithstanding any other provisions of Sections 81641 to 81654 inclusive, of the Education Code, or of Sections 20651 to 20659, inclusive, of this code, the governing board of any community college district without advertising for bids, and when that board has determined it to be in the best interest of the district may authorize by contract, lease, requisition or purchase order, any public corporation or agency, including any county, city, town, or district, to lease data processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases. Upon receipt of any such personal property, provided the property complies with the specifications set forth in the contract, lease, requisition or purchase order, the community college district may draw a warrant in favor of other public corporation or agency for the amount of the approved invoice, including the reasonable costs to the other public corporation or agency for furnishing the services incidental to the lease or purchase of the personal property.

PCC 20654. Emergency work; contracts without bids

In an emergency when any repairs alterations, work or improvement is necessary to permit the continuance of existing college classes, or to avoid danger to life or property, the board may by unanimous vote, with the approval of the county superintendent of schools, 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.

PCC 20656. Maintenance. "Maintenance" means routine, recurring, and usual work for the preservation, protection and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired. "Facility" means any plant, building, structure, ground facility, utility system, or real property. This definition of "maintenance" expressly includes, but is not limited to: carpentry, electrical, plumbing, glazing, and other craft work designed consistent with the definition set forth above to

preserve the facility in a safe, efficient, and continually usable condition for which it was intended, including repairs, cleaning, and other operations on machinery and other equipment permanently attached to the building or realty as fixtures. This definition does not include, among other types of work, janitorial or custodial services and protection of the sort provided by guards or other security forces.

It is the intent of the Legislature that this definition does not include painting, repainting, or decorating other than touchup, but instead it is the intent of the Legislature that such activities be controlled directly by the provisions of Section 20655.

California Uniform Public Construction Cost Accounting Act (CUPCCAA) - PCC 22000 et seq.

PCC 22000 - 22003

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pcc&group=21001-22000&file=22000-22003>

PCC 22030 – 22045:

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pcc&group=22001-23000&file=22030-22045>

2 CFR section 200.318 through 200.326 for the purchase of goods and materials using Federal funds.

4.0 BOARD AUTHORIZED SIGNATORIES

Every year a list of those persons authorized to bind the District into agreements by their signature is sent to Board for approval. This list is called the Certification of Signatures which must be submitted annually to the Los Angeles County Office of Education.

The list can be amended as those signatories leave or are changed by the voters or through the hiring process to replace a position. The amendment must also be submitted to the Board of Trustees for approval.

However, the specific language in each Board Agenda specifies that the Vice President, Administrative Services, is authorized to enter into and execute the following: grants, donations, institutional memberships, contracts, destruction of records, etc. Additionally, any item that might require an additional or alternate signature shall be specified in that board item. Those with alternate signature authority must be a part of the Certification of Signatures list.

The following are authorized signatories on behalf of the District and is updated annually at the July board meeting:

Board of Trustees

Superintendent-President

Vice President, Business Services

Vice President, Human Resources

Director, Business Support Services

Director, District Facilities

Director, Fiscal Services & Payroll

Deputy Director, Finance & Accounting

Deputy Director, Purchasing & Contracts

5.0 STAFF DIRECTORY

Contact	Title	Extension	E-Mail
Bob Rapoza	Director, Business Support Services	4698	brapoza@lbcc.edu
Mireille Hernandez	Deputy Director, Purchasing & Contracts	4542	mhernandez@lbcc.edu
Sandy Rice	Senior Buyer	4215	srice@lbcc.edu
Cindy Jackson	Buyer	4214	cjackson@lbcc.edu
Lauren McAnelly	Buyer	4632	lmcanelly@lbcc.edu
Roland Ticzon	Buyer	4291	rticzon@lbcc.edu
Chris Baker	Warehouse Manager	5091	c2baker@lbcc.edu
Ron Estacio	Warehouse Receiving Clerk	5092	restacio@lbcc.edu
Allan Buhain	Warehouse Worker	5083	abuhain@lbcc.edu
Blanca Morales	Contracts Technician	4034	bmorales@lbcc.edu
Yvonne Mermingez	Contracts Technician	4325	ymermingez@lbcc.edu
Roberta Maroney	Administrative Assistant	4187	rmaroney@lbcc.edu
vacant	Buyer		@lbcc.edu

6.0 RESPONSIBILITY MATRIX

Department	Responsibility
Board of Trustees	<ul style="list-style-type: none"> - Sole authority and responsibility for District contracts and purchase orders with the function of procurement delegated to the Purchasing Department. - Designates District officials authorized to sign contracts and purchase order. - Authorizes award of contracts, purchase orders and bids at board meetings.
Instructional or Support Department	<ul style="list-style-type: none"> - Determines needed goods or service. - Checks funds availability and submits requisition.
Accounting Office	<ul style="list-style-type: none"> - Verify appropriations of account and availability of funds. - Maintains Fixed Asset Inventory
Budget Office	<ul style="list-style-type: none"> - Process Budget transfers, as needed.
Purchasing Office	<ul style="list-style-type: none"> -Serves the various offices, departments, and activities of the District in compliance with the Education, Government and Public Contract Codes. -Use college standards in selecting materials, supplies, etc. - Issue purchase orders. Obtains quotes or solicits bids if applicable. - Ensures legality of all purchases. - Interviews potential vendors to determine sources for products and services and to explain purchasing procedures. - Maintain vendor database.
Contracts Management	<ul style="list-style-type: none"> -Reviews and processes contracts, grants, leases, etc. -Solicits and obtains Public Works bids and Request for Proposals/Qualifications
Warehouse	<ul style="list-style-type: none"> - Receive goods and deliver them to the requisitioning department. - Attach fixed asset inventory tag to equipment valued at \$5,000.00 or more. -Surplus Equipment
Accounts Payable Office	<ul style="list-style-type: none"> - Pay invoices only when: <ol style="list-style-type: none"> 1. Warehouse certifies that goods were received. 2. Requisitioning Department signs invoice to certify that the goods are in good condition and forwards the approved invoice to Accounts Payable.

8.0 PURCHASING / VENDOR RELATIONSHIPS

The responsibility for purchasing supplies, equipment and services for the District is centralized in the Purchasing Department. The Director of Business Support Services shall ensure that appropriate purchasing regulations and procedures are established and published. 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 Department is to accomplish this through a cooperative effort between buyers and vendors. The purchasing philosophy is to maintain professional and ethical relationships with all vendors. No premiums, gifts, favors, or any form of personal consideration to District employees are 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.

The Purchasing Department shall conduct all purchasing transactions for the District. However, under the law, the Board of Trustees has the sole responsibility for all purchases and contracts of the District.

1. The Purchasing Department shall not extend favoritism to any vendor. All purchases will be made on the basis of quality, price and delivery as well as vendor location, reputation of service, financial stature and stability, with past services being a factor if all other considerations are equal. However, a local vendor shall be given preference whenever quality and service are equal to that of an out-of-District vendor, and whenever price is equal to or lower than that of an out of District vendor.
2. The Purchasing Department shall remember that vendors are important sources of information and assistance in the purchasing program.
3. The District will buy only from vendors who have adequate financial strength, high ethical standards, and a record of adhering to specification, maintaining shipping promises, and giving full measure of services. New sources of supply will be given due consideration as multiple sources of supply are necessary to ensure availability of materials and promote competition.
4. If it is necessary to contact vendors regarding special or highly-technical details of their products, departments shall request the visits through the Purchasing Department.
5. 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 suggested vendor may not always be awarded the order, especially if a formal bid is required.

6. The Purchasing Department shall acknowledge all letters, telephone calls and other communications received from vendors.
7. When possible, Purchasing Department personnel will visit vendors at their place of business to familiarize themselves with the vendors methods of operation, materials carried in stock, and increase their knowledge of materials and services available to the District.
8. The Long Beach Community College District is an Equal Opportunity Employer and conducts its business activities without regard to race, color, national origin, ancestry, religious creed, physical disabilities or sex.

9.0 INSURANCE REQUIREMENTS

Contractors are required to have an executed Purchase Order or contract prior to commencing any work for the District. Current certificates of insurance and additional insured endorsement pages are required to be on file *prior* to execution of all District contracts and purchase orders.

Following is information regarding the requirements for insurance, and upon receipt of the required certificate(s) and endorsement(s) an authorized District Representative will notify vendors/contractors to proceed with the contracted work and forward a fully executed contract and/or purchase order.

Insurance requirements follow, and all insurers must be duly licensed and admitted by the State of California:

- Commercial General Liability insurance for bodily injury and property damage, including accidental death in the combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Workers' Compensation in the amount required by law or signed exemption and Employer's Liability insurance of not less than \$1,000,000.
- Automobile Liability Insurance for bodily injury and property damage in an amount of not less than \$1,000,000 per occurrence with no annual aggregate limit.
- Professional Liability, if required, of not less than \$1,000,000 per claim.

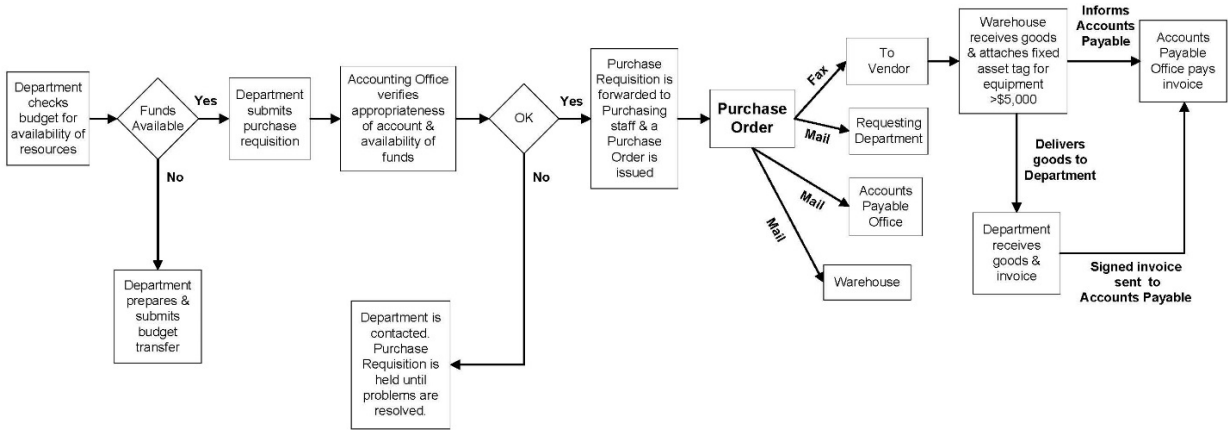
The Long Beach Community College District and its Board of Trustees shall be named as additional insured under all insurance policies, except Workers' Compensation and Professional Liability. Additional Insured Endorsements are required and must accompany certificates of insurance.

Insurance coverage must be in effect for the duration of the services being performed.

Policy cancellation notice should state, "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

10.0 PURCHASING PROCESS WORKFLOW

Process Workflow



11.0 PURCHASING CALENDAR/DEADLINES

Purchasing deadlines are established annually and distributed in January via a memo from the Deputy Director of Purchasing and Contracts. These deadlines are necessary to ensure an orderly year-end closing process which will assist the District in preparing accurate financial statements and ending fund balance estimates. Below are the standard purchasing deadlines.

Purchasing Deadlines:

Winter Projects: Completed and approved requisitions must be received in Purchasing no later than 5:00 p.m. Friday of the first full week of November every year.

Spring Break Projects: Completed and approved requisitions must be received in Purchasing no later than 5:00 p.m. Friday of the second full week of January every year.

Summer Projects: Completed and approved requisitions must be received in Purchasing no later than 5:00 p.m. Friday of the last full week of February every year.

Year End Purchase exceeding \$15,000 (including tax and shipping costs): Completed and approved requisitions must be received in Purchasing no later than 5:00 p.m. **Wednesday, February 22, 2023.**

Year End Purchase up to \$15,000 (including tax and shipping cost): Completed and approved requisitions must be received in Purchasing no later than 5:00 p.m. **Monday, March 27, 2023.**

Year End Purchases Using Open Purchase Orders: The deadline for all purchases (except for the purchase of food and catering services) on an Open Purchase order is 5:00 p.m. on May 31 annually. The deadline for all Food and Catering Services purchases on an Open PO is 5:00 p.m. June 25 annually.

It is encouraged to submit requisitions well in advance of these deadlines especially for those items that may require a long lead time or a formal bid process. **Please plan ahead to ensure that requisitions are completed and approved by these deadlines.**

Completed requisitions must be received in Fiscal Services by the date indicated. It is the department's responsibility to insure requisitions are moving through all processes to Fiscal Services.

12.0 PURCHASING PROCESS STEPS

1. The purchase of goods and services are initiated by an on-line requisition. Each department needs to determine its workflow process, i.e. which individuals will be entering on-line requisitions and which administrators and/or department chairs will be responsible for approving the on-line requisitions.
2. Prior to submitting the requisition, check to see if there is enough money in your budgeted account to cover the expense. If there is not enough money an appropriation transfer form must be completed, signed and submitted to and posted by the Fiscal Services department prior to submitting a requisition. (An appropriation transfer form can be obtained on the intranet on the Fiscal Services site under Fiscal Services Forms.)
3. All requests for the purchase of computer hardware, software, and multimedia equipment must be submitted through the A&BS Projects system to IITS. Once approved by IITS the department will receive an electronic approval to purchase goods and quotes if applicable. These documents must be attached to the requisition within Peoplesoft. Requisitions submitted without these supporting documents will be returned to the department for resubmission.
4. All requests for the purchase of any item which requires electricity, plumbing connections, mounting, ventilation, or is for furniture or facility upgrades must be submitted through the A&BS Projects system to Facilities. Once approved by Facilities the department will receive an electronic approval to purchase goods and quotes if applicable. These documents must be attached to the requisition within Peoplesoft. Requisitions submitted without these supporting documents will be returned to the department for resubmission.
Request form: <https://apps.lbcc.edu/absprojects/>
5. All requisitions for printing must be approved by Public Affairs and Marketing and will be sent to them before a purchase order is issued.
6. All requisitions for contracted services must be sent to Contracts Management for approval prior to submittal to Purchasing. ([See page 31 for specific instructions for professional services](#)).
7. After an on-line requisition has been entered and approved, it is electronically forwarded to Fiscal Services.
8. Fiscal Services verifies account numbers and availability of funds. If there is a problem, the requisition will be held and Fiscal Services staff will contact the department directly to resolve the issue. Once resolved, the requisition will be released to the Purchasing staff for processing.
9. Requisitions are reviewed by Buyers. Many items received for processing are not as simple, clean or straightforward as they seem. These purchases may have bidding requirements, insurance or bonding issues, require project coordination, etc. and from time to time

snowball into much larger than expected issues. We only know once we are involved with your requisitions – so proper planning and communication with our department is key to reducing processing issues. With some exceptions, due to special funding or project scheduling, requisitions are processed in the order they were received based on req. approval.

10. Purchasing staff creates the Purchase Orders and distributes copies to the requestor, selected vendor, Accounts Payable, the Warehouse and the Board of Trustees for approval. Note to requestor: Distribution of the Purchase Order to other departments/staff is the responsibility of the requestor.
11. Warehouse receives and delivers the items to the requestor.
If direct delivery occurs but was not requested, the requestor must photocopy the Purchase Order, indicate what was received, the quantity received and then sign and print name, date and forward it to the Warehouse.
Payment of invoices will not occur without the on-line receiving provided by the Warehouse staff.
12. Original copies of the invoice are sent to Accounts Payable to ensure prompt vendor payment. Accounts Payable matches the purchase order, receiving information and the invoice. If the above items do not match Accounts Payable, Purchasing and the Warehouse investigate until all documents are in agreement. Invoices for services, direct delivery or for items picked up by the department are emailed to A/P via ap@lbcc.edu for signature approval before payment can be requested. Accounts Payable prepares the request for payment and sends it to the County where it is audited and a warrant is issued.
13. Accounts Payable will pay invoices for amounts up to 10% over the dollar amount specified in the Purchase Order with no further action being needed on the part of the requisitioner. For invoice amount exceeding 10% over the dollar value of the Purchase order, a requisition must be submitted and a change order must be issued.

13.0 Bids and Quotations

The following are guidelines are used to determine the process to be used for various types of purchases.

1. All purchases of materials and services made with non-Federal funds up to \$15,000 do not require a written quote from the vendor.

Purchases made with Federal funds must follow 2 CFR sections 200.318 through 200.326. Federal fund purchases of \$10,000 and less (Micro Purchases) require no less than one quote and the substantiation that the price is reasonable.

2. All purchases made with non-Federal funds from \$15,001 to the Annual Formal Bid Limit shall require three written quotations.

All purchases made with Federal funds from \$10,001 to the Annual Formal Bid Limit shall require three written quotations and be made in accordance with 2 CFR sections 200.318 through 200.326.

3. Formal bidding and advertising is required for contracts / purchase orders with both non-Federal and Federal funds equal to or exceeding the Annual Formal Bid Limit for the following:

- a. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.
- b. Services, (includes janitorial, custodial, security and similar services) except construction services.
- c. Repairs, including maintenance as defined in Public Contract Code Section 20656, that are not public works projects as defined in subdivision (c) of Public Contract Code Section 22002.

4. Formal bidding and advertising is required for all public works projects in excess of \$200,000, as defined by Public Contract Code Section 22002.

(Please contact the Buyer assigned to the commodity if you have questions on the Annual Formal Bid Limit)

14.0 ONLINE REQUISITION

Long Beach City College utilizes an on-line requisition system available through our integrated PeopleSoft financials software module.

All requests for supplies, equipment and services must be submitted on a Requisition.

Requisitions without adequate information cannot be processed and will be cancelled and returned for resubmittal. Submitting all documentation with your requisition allows us to process your request in a timely manner.

Attachments must be uploaded and attached to the requisition within Peoplesoft. Here is a link on how to attach documents: <http://apps.lbcc.edu/lbccforms/>

Choose a department: Purchasing

Form name: Adding Attachments to On-Line Req

If utilizing a new vendor, a completed W9 needs to be submitted with the requisition.

<http://apps.lbcc.edu/lbccforms/>

Choose a department: Purchasing

Vendors providing services are required to submit insurance meeting the District requirements outlined on Page 17, Insurance Requirements.

Requisitions for computer hardware or software must have Instructional and Information Technology Services (IITS) approval first and printing jobs must be approved by Public Affairs and Marketing.

Detailed directions for entry of on-line requisitions have been addressed in a separate manual. You may access the “LBCC User Guide for Requisition Entry”.

Select the following link: <https://apps.lbcc.edu/lbccforms/>

Choose a department: Purchasing

Form name: Requisition Training Manual

The Purchasing Department conducts training classes for on-line requisition entry on a regular basis. These classes are good for both the new user and for the occasional user that could use a refresher course. To enroll in the next available class, please e-mail Cindy Jackson; cjackson@lbcc.edu.

On a voluntary basis the department chair may be inserted into the online requisition approval process. This means that a requisition will not move forward until the department chair reviews the requisition online and approves it online. After the department chair has approved the requisition the next step in the process is for the Dean to give his/her approval.

15.0 THE PURCHASE ORDER

A “Purchase Order” is the document authorizing the purchase of goods or services using college funds in accordance with the terms and conditions specified or incorporated from a bid or other document included by reference unless a separate contract is executed. (See appendix A for an example of a Purchase Order). The Purchase Order form, once signed by the Director of Business Support Services or authorized personnel (see page 11 of this book, Board Authorized Signatories) and approved by the Board of Trustees, becomes a legally binding contract between the District and the vendor. The vendor agrees to provide certain items (or services) at a specific price and the District agrees to purchase the items (or services) for specified prices. It also acknowledges the obligation of the District to pay for goods or services ordered upon their receipt and submittal of a proper invoice.

The preparation and issuance of purchase orders are functions of the Purchasing Department. Faculty, staff and other administrators are not authorized to issue purchase orders or to make binding agreements with vendors to purchase items or render services. Any order placed **WITHOUT AN APPROVED PURCHASE ORDER** becomes the **PERSONAL LIABILITY** of the individual who placed the order. Exceptions are for petty cash / revolving cash purchases.

After a purchase order has been processed and issued to a vendor, no additions, deletions, or other changes shall be made unless they are made by the Purchasing Department through a Change Order request.

Sales Tax

The District is required to pay California State sales and use tax and is applicable even when the vendor is out of state. The tax in this instance is paid, not to the vendor, but to the California State Board of Equalization.

Applicable sales tax will be added to the Purchase order. Tax charges may not show on an out-of-state order, but will be charged against the corresponding budget account code.

16.0 OPEN PURCHASE ORDERS

An “open purchase order” should be requested for situations in which non-Federal funds are used for recurring supply purchases are to be expected from a single vendor on “as-needed” basis throughout the fiscal year. **Equipment valued at \$199 or more including tax and freight cannot be purchased on open purchase orders.**

To request an open purchase order, the following information should be listed on the requisition:

1. Vendor name
2. Type of items to be purchased (i.e. food, office supplies, lumber, hardware, etc.)
3. Effective dates. Requested expiration date of the purchase order can be no later than May 31st of the current fiscal year. The only exception is open PO’s for Catering Services and perishable food items must be completed by June 25th of the current fiscal year.
4. Not to exceed amount
5. Names and positions of authorized personnel who will make purchases with the open purchase order

Open Purchase Orders cannot be used for the purchase of goods exceeding \$10,000 using Federal funds.

The open purchase order is limited by dollar amount, time period, or type of goods ordered.

Open purchase orders are generally issued annually with the term beginning July 1 and ending May 31 of the following year. However, open purchase orders may have later starting and earlier ending dates when required by special circumstances. For accounting reasons, effective dates may not cross over fiscal years.

Only those parties designated on the face of the open purchase order are authorized to incur expense against the open purchase order.

Comply with all limitations and restrictions as specified on the face of the open purchase order.

Limit the dollar value of your transactions to the dollar value of the open purchase order; the dollar value is a fixed maximum and may not be exceeded once the open purchase order has been issued. Budget implications: Be aware that the full amount of the open purchase order will be encumbered; so it will not be available to spend for other purposes. You may increase the amount of an open purchase order by submittal of a requisition for the increased amount and decrease the open purchase order by sending an e-mail request to the Buyer listed on the Purchase Order.

Increases will reduce the available balance for the expenditure accounts; decreases will add to the available balance.

No single item to exceed \$399.99 including tax and delivery.

Excludes: furniture, computers and peripherals, software, printers, copiers, fax machines, gift cards, equipment service/maintenance contracts.

Reference the open purchase order number on all related transactions with the vendor. If shopping in person, take a copy of the open purchase order with you for easy reference.

Send written notification to the buyer listed on the Purchase Order to request the addition or deletion of authorized personnel.

Submit all invoices to Accounts Payable for processing on a timely basis. Delays in processing payment can significantly impact the credit rating of the District and may negatively impact any on-going or future transactions with a particular vendor. **Chronic or recurrent problems submitting invoices and payment authorization to Accounts Payable may result in the loss of “open purchase order” privileges.**

All open purchase orders terminate at the end of the fiscal year. If there are unused funds on the open purchase order on the date that the purchase order expires, the encumbrance is released. Terminating the open purchase order at the end of May allows time for Accounts Payable to process the final payment by the end of the fiscal year.

17.0 PURCHASE SPECIFIC INSTRUCTIONS

COMPUTER HARDWARE, SOFTWARE AND MULTIMEDIA EQUIPMENT PURCHASES

All requests for audiovisual/multimedia equipment, computers, printers, software, and technology must have prior approval by the Academic Computing & Multimedia Services department before submitting your requisition.

Please submit your request through the Administrative and Business Services (A&BS) Project Request Form which is located on the Administrative and Business Services webpage.

If you have questions on how to fill out the form and summarize your IITS needs please contact Tim Heffern, Deputy Director Academic Computing & Multimedia Services to discuss your equipment needs. This includes portable and fully installed components and systems.

For equipment and systems that require installation into a room, a facilities evaluation is required to ensure appropriate electrical power and data as well as structural integrity. ADA (Americans with Disabilities Act) compliance is also evaluated in this process. Please make sure this is included in your request.

Once the project is reviewed approved, you will be provided an email with an approved project number. Please list the project number and approval date on your requisition. The email no longer needs to be attached to the requisition.

IITS may also provide you with the quotes required for this purchase along with your approval. If this occurs please attach all of the quotes to your requisition.

PRINTING SERVICES

Printing Services Requisitions shall be routed through the Community Relations & Marketing (CRM) department. CRM will review the proposed printing job to ensure that the following criteria are adhered to:

1. The design is compatible with the district's branding strategy.
2. The content meets college standards for clarity, political correctness and diversity.
3. The specifications for the job balance cost efficiency and with communication effectiveness.

If you would like to discuss how your proposed printing project meets these criteria, please contact Community and Relations & Marketing at Extension 4004.

After the printing job is approved by CRM, the printing specifications and gallery proofs are sent to the Purchasing Department. The Purchasing Department will issue a purchase order to the vendor with the lowest cost and most responsive service. A copy of the purchase order will also be sent to the requisitioning department.

BUSINESS CARDS

Business cards are printed in Reprographics.

Use the Business Card Request Form on their website or

<http://lbccforms.lbcc.edu>/LBCC Forms – Mail & Reprographics Services

 <p>LONG BEACH CITY COLLEGE</p> <p>www.LBCC.edu</p>	<p>John Q. Colleague, PhD <i>Position/Job Title</i> <i>Department/School</i></p> <hr/> <p><i>Liberal Arts Campus</i> 4901 East Carson Street, (mail code) Long Beach, California 90808 <i>tel: 562.938.0000</i> <i>fax: 562.938.0000</i> <i>email jqcolleague@lbcc.edu</i></p>
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OFFICE SUPPLIES

Office Depot is the college's current provider for office supplies and offers a deep discount on their retail prices.

Requests for office supplies can be processed in two ways:

- 1) submit a requisition with your list of items or
- 2) request an open purchase order.

If you have an open Purchase Order, Charlotte "Char" Brand, our Office Depot Account Executive, will set up an on-line account for you and provide you with access information. After your account has been setup, you may place orders online through their business services website: <http://odpbusiness.com>

Supplies usually are delivered by the next business day free of charge to the location given when your order was placed or to the location on your open purchase order.

Just a reminder, if your account is not used for sixty (60) consecutive days, your username and/or password will not be accessible until you contact Char to reset your account. You may contact Char via e-mail: charlotte.bland@officedepot.com or cell phone: (626) 893-5472 for any account or supply inquiries.

Customer Service: (888) 263-3423

PROFESSIONAL SERVICES

Procurement of professional services requires a formal written contract. Contact the Contracts Management Department at x4034 or x4325 to discuss the services being acquired and the necessary documents. Depending upon the type of services required and the value of the contract, a formal process to obtain proposals may be required. The Contracts Management staff will assist you through the Request for Proposals (RFP) process including issuing the RFP, advertising (if necessary), evaluating and the award of the contract. Contracts Management will also coordinate the drafting and reviewing of the contract, obtaining necessary signatures and the required Board of Trustees approval. All service providers are required to meet the insurance requirements and submit a W-9. All contracts are required to be reviewed by Contracts Management before being executed.

The contract must include, at a minimum, the following clauses:

1. Effective dates.
2. Scope of services, including deliverables and milestones.
3. Payment schedule and requirements for payment.
4. Insurance documentation requirements.
5. Indemnity.
6. Dispute resolution process.
7. Termination clause.
8. Board approval date.

EQUIPMENT REPAIR

Copiers

Xerox

As of June 2015, the District will procure office copiers through a lease with Xerox. These multifunctional device, model W7845PT (or equal) provides printing, scanning, and copying capabilities. To obtain an office copier for your department contact Nate Jarrett at ext. 4782. The department is responsible for the cost of the lease for the first year (approximately \$122/mo.) which includes toner and staples as well as an allowance of 12,000 black & white impressions per quarter. Overages will be charged to the department quarterly at a cost of \$0.0056/impression.

The copiers have color capability but color impressions are not covered by the lease and will be billed separately. Color impressions will be charged to the department at a cost of \$0.0456/impression. Most copiers are set with a default of black and white.

A quarterly report will be prepared with a summary of the charges. The cost of the overages and color copies will be charged to the department's duplicating budget. Please anticipate your overages and color copies and make arrangements to have adequate budget in your duplicating account.

Finally, should you need supplies please contact Tina Malinis at ext. 4389 or kmalinis@lbcc.edu. If your copier should need service contact Xerox at 1-800-821-2797. For more contact information, please refer to the Welcome brochure that was provided with the machine.

Konica

The Purchasing Department administers a campus-wide maintenance contract with Image IV covering routine repair of Konica copiers. Service calls, cleaning and toner is included in the contract.

For service, call the number that appears on the label attached to the machine and provide your machine I.D. Each department must contact Image IV to request toner. Toner will be delivered to the Warehouse and then delivered to each individual department.

Major overhauls and replacement parts are not included in this contract. Request a written quotation from the vendor first, and ask the Purchasing Department to evaluate any expensive service before it is done. We may be able to recommend replacement of the copier less expensively than repair it.

Equipment Repairs and Work Orders

If equipment requires repair, and is not covered under a Maintenance Agreement, contact the Purchasing Department for assistance. Purchasing will issue a Work Order Number to the requestor. When work order numbers are issued, Purchasing requires the requestor to immediately process a requisition through the proper channels, referencing the Work Order Number, list the equipment to be repaired, scope of work, and estimated cost if known. Requestor should forward the requisition when the work has been completed and the invoice received. Obtain your administrator's signature on the invoice prior to submittal. **IT IS EXTREMELY IMPORTANT TO REFERENCE WORK ORDER NUMBERS ON YOUR REQUISITION.**

Maintenance Agreements

Maintenance agreements for classroom and office equipment are not renewed automatically. To obtain a maintenance agreement, submit a requisition, listing the make, model number, serial number and location of the equipment. Purchasing issues the purchase order to the vendor performing the service.

Calls for service covered by a maintenance agreement may be made without prior permission from the Purchasing Department once the purchase order has been issued. Parts not covered under Maintenance Agreements require Work Order Numbers authorized by the Purchasing Department.

COPIER MOVE INSTRUCTIONS

Do not ask District personnel (i.e.; warehousemen or facilities staff) to move copiers. Our copiers are under service contracts. Having unauthorized technicians move these units negates the service warranty.

For **Konica** copiers, please contact Mireille Hernandez, at x4542 or mhernandez@lbcc.edu. A quote will be provided from the vendor that you will use to create a requisition for the move. They charge a nominal fee to provide this service. Please indicate the make, model, serial number, and copier ID (Konica only), the “from” and “to” location of the copier and the contact person including telephone number.

A PO will be issued and submitted to the appropriate vendor and requestor indicating who to contact to schedule the move.

For **Xerox** copiers, please contact Tina Malinis at x4389 or kmalinis@lbcc.edu.

BUS TRANSPORTATION REQUIREMENTS

Requests for bus rentals require a minimum four (4) week time frame for reservations, because bus companies also reserve their buses with large corporate customers who book early and quickly. During peak holiday seasons, reservations are extremely difficult to obtain. Shorter time frames and last minute requests may result in no bus! Also read section on extended reservation timeframe requirements for ADA needs.

General Information:

- Purchasing will determine pre-authorized bus companies, including Pacific Coachways and Long Beach Unified School District
- **LONG BEACH UNIFIED SCHOOL DISTRICT: Please contact Roland Ticzon for assistance with scheduling transportation. Telephone: x4291 or rticzon@lbcc.edu**

Charter Bus:

- Minimum billable hours per trip: 5 hours, plus additional hours or mileage, whichever is greater
- Cancellation fees may apply for cancellations that are made less than 48 hours prior to trip
- On-site costs including parking, tolls, entrance and gratuities are the responsibility of the department; these costs are not included in quotes provided by Purchasing

Submitting Your Requisition for Bus Rental Reservations:

1) Outline your needs on the requisition:

- a) Group name, contact person, extension
- b) Trip date (or duration of trip, if overnight)
- c) Passenger total (include staff / faculty). If there are multiple pick-up sites, include total passengers per pick-up site. Indicate if any passenger is under the age of 18.
- d) Departure site and time. For multiple sites, include each site and time. ONLY PARKING LOT "J" is utilized as an LAC departure site during weekday class sessions
- e) Destination: street address (include all scheduled stops in transit to destination)
- f) List function or event hours at Destination (i.e. show, meeting, operating hours, duration or reservations)
- g) Return site and approximate time (if multiple sites, list order of preference)
- h) Note whether a charter luxury coach or economy "school type" bus is preferred
Economy Bus (school-type): Passenger limit is 52
Luxury Coach (Private charter type, includes a/c, restroom): Passenger limit is 45
- i) Specify if special features are required (i.e. PA system, restroom, ADA) - Luxury coach only
- j) **Are there multiple stops or days on your schedule? If so, please provide an itinerary.**
- k) **Overnight or complex trips *require* a departmental itinerary attached to the requisition for the vendor. Overnight trips require lodging and food to be provided for the driver. This is a departmental expense.**

- 1) **Do you need ADA modified transportation?** Availability is limited. If so, provide the number of passengers requiring this assistance. For wheelchair access, identify if wheelchair is electric and requires an electric lift OR if wheelchair is manually operated, collapsible and passenger can walk with assistance onto the bus. PLEASE SEE ADDITIONAL INFORMATION BELOW.

2) **Track Progress – Follow-Up**

It is the requester's responsibility to follow-up on the progress of the requisition. Purchasing is not responsible for tracking the signature progress – or – for lack of bus availability due to delayed receipt of requisitions. **If your requisition is not received in Purchasing until a week or two before your trip – we may not be able to secure a reservation!**

Note: ADA modified transportation is limited. Early planning will assist in securing a reservation for vehicle requirements. Rental requests for buses or mini-buses with wheelchair access **REQUIRE at least six (6) weeks or more for Purchasing to secure reservations**

FACILITIES IMPROVEMENT PROJECTS, EQUIPMENT PURCHASES, AND FURNITURE PURCHASES

Requests: All requests for interior or exterior facility improvements including new or replacement furniture, equipment, signage, whiteboards; installation or upgrades to electrical service; painting; new flooring; etc. must have prior approval by Facilities Management.

Please submit your request through the Administrative and Business Services (A&BS) Project Request Form which is located on the Administrative and Business Services webpage.

If you have questions on how to fill out the form and summarize your Facilities Improvement needs please contact **Walter Johnson**, Senior Director Facilities Planning, Construction, and Operations to discuss your improvement needs.

For equipment and systems that require installation into a room, a facilities evaluation is required to ensure appropriate electrical power and data as well as structural integrity. ADA (Americans with Disabilities Act) compliance is also evaluated in this process. Please make sure this is included in your request.

Once the project is reviewed approved, you will be provided an email with an approved project number. Please list the project number and approval date on your requisition. The email no longer needs to be attached to the requisition.

Facilities may also provide you with the quotes required for this purchase along with your approval. If this occurs please attach all of the quotes to your requisition.

Furniture: The District has set a standard of furniture applications for offices and classroom settings include modular workstations, office and classroom furniture and seating, filing systems and library furnishings in order to maintain consistency in appearance, interchangeability and availability of parts needed to maintain these systems.

A Furniture Committee established district-wide standards for future furniture purchases. Steelcase through their Dealer, Catalyst Office will provide office furniture (including sit-stand desks), conference room furniture, workstations, filing cabinets, and lobby or lounge seating. by Krueger International Inc. (KI) will provide furniture for classrooms, library, lounges, break rooms, and lecture halls. Computer desks are provided by Computer Comforts Inc.

The Facilities Small Capital Improvement Team will coordinate the furniture selection, measurement, installation, and punchlist process with the end user department.

General questions regarding furniture may be directed to the Buyer assigned to that commodity.

Examples of Facilities Improvement projects are:

1. Any modification or refurbishment of District property (including the installation of equipment that requires facility modification) that involves the work of an outside contractor or vendor.
2. Equipment attached to the building structure, such as video projection systems, whiteboards, built-in appliances, awnings, and industrial and medical equipment requiring permanent utility connections
3. Equipment to be installed that requires modification of the existing structure or utilities, specifically electrical modifications such as heavy-duty trades / industrial equipment, modular offices and classroom lab furniture.
4. Projects that are construction related such as painting, carpet replacement, minor electrical outlet modifications, door modifications, fencing and installation of playground site and equipment.

PURCHASES MADE WITH GRANT FUNDS

District personnel who are responsible for grant or categorically funded programs are responsible for being aware of the the terms and conditions of the Grant Agreement. In some grants requirements for purchases may be different than the standard District purchasing requirements and thresholds.

If there are particular grant requirements about the purchasing process or qualification of vendors make sure that you discuss these requirements with your assigned Purchasing Department staff member. The responsibility for advising the Purchasing 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 applicable grant documentation related to purchasing requirements should be attached to the requisition. These include CFR references which can be found in both State of California and federal Grants as well as sub-awards from other agencies.

Examples of special requirements: Certificate that the vendor has not been disbarred, Certification that the vendor maintains a Drug-Free workplace, a requirement to purchase American made goods, or requirements for micopurchases where three quotes are required at over \$10,000 instead of the District's standard of \$15,000. Other examples include the requirement to tag all purchases of equipment paid for by the grant funds.

All vendors utilized on grant funded purchase orders and vendor contracts must be checked by the awarded department to see that they are not debarred or suspended from participation on grant funded projects. This verification will be accomplished via the "System for Award Management (SAM)" web site <https://www.sam.gov> maintained by the U S Government. All findings should be attached to the requisition within Peoplesoft.

PURCHASE PROCEDURES FOR EMERGENCY SITUATIONS

Emergency Supply Purchase

While the need for occasional emergency purchases is recognized, the practice is discouraged. An emergency shall exist when:

1. An educational function cannot continue without an item that must be repaired or procured immediately,
2. Equipment that suffers a failure must be repaired to an operative condition to ensure safety and health of personnel or provide protection to buildings and grounds.

Procedure:

1. The requesting department shall prepare the requisition; obtain the necessary approvals, obtain a quote if possible, and notify the Buyer assigned to that commodity. The requisition shall be marked, "Emergency" and appropriate justification in conjunction with the preceding paragraphs must be entered on/or attached to the requisition.
2. The Purchasing Department will issue a purchase order and place the order with the vendor.
3. In the event the vendor cannot make immediate delivery and the vendor is in the local area, an authorized employee must be designated by the requesting department to pick up the emergency items.
4. In the event the vendor is not in the local area, premium transportation (e.g., air, U.P.S., Blue Label, Federal Express, etc.) will be contracted for delivery. The requesting party will have to authorize and pay for the additional premium transportation costs.
5. If a District employee picks up the item, it is that employee's responsibility to bring all the paperwork from the vendor (e.g. invoices, delivery tickets, etc.) to the Buyer processing the order.

NOTE: Failure to submit a requisition on time does not constitute an emergency. Emergency purchases are not valid for urgencies resulting from lack of planning and organization.

Public Works Emergencies

PCC 1102 describes emergencies as follows:

“Emergency,” as used in this code, means a sudden unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

In emergency situations, the Public Contract Code (PCC) contains a provision for public agencies to enter into contracts for public work projects without competitive bidding when the total cost exceeds \$60,000. Public Contract Code 20654 reads:

1. 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:
 - (a) 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.
 - (b) Notwithstanding Section 20114, authorize the use of day labor or force account for this purpose.

Procedure

1. The requesting department must notify their appropriate administrator and immediately contact the Deputy Director, Purchasing and Contracts.
2. The Deputy Director, Purchasing and Contracts will follow LACOE’s Emergency Resolution procedure, obtain the necessary approvals and notify the department on how to proceed.
3. Emergency Resolution is approved by the Board of Trustees
4. Requisition with supporting documentation is submitted to Purchasing for issuance of a Purchase Order.

Natural Disaster

In the event of a natural disaster the Emergency Operations Team has broad authority to make emergency purchases.

18.0 PREPAYMENT (Advance Payment)

Under special circumstances, the college will prepay expenses before the goods or services have been received. Purchases requiring advance payment must be requested utilizing the Requisition process.

Examples: Magazine subscriptions, conference fees, and office space rent.

1. Prepare a requisition requesting “Advance Payment.” This must be clearly noted on your requisition. Indicate payment due date.
2. Indicate on requisition if requester intends to deliver the check to the vendor or if the check should be mailed. The requisition must clearly state the name and phone number of the contact person if the department is picking up the check or state the vendor contact if the check is being mailed.
3. Submit appropriate documentation (a **copy** of the signed original proforma invoice, renewal notice, etc.) to the Purchasing Department, and reference your requisition number or attach it to the on-line requisition.

Proforma Invoice: **Requestor must obtain the proforma invoice from the vendor.** Please forward the **original** proforma invoice to A/P

Email: ap@lbcc.edu

Purchasing will issue the Purchase Order requesting an Advance Payment.

4. Accounts Payable will forward the check to the requester or mail it to the vendor, as indicated.

NOTE: Purchase order and the original invoice must be received in the A/P office at least three weeks prior to the payment due date so payment can be processed.

Please plan ahead to ensure that the requisition is entered and moving through all approval processes to Purchasing for issuance of a Purchase Order to accommodate this deadline.

Notify the Buyer via e-mail that a prepayment requisition has been entered and provide the number.

19.0 DIRECT PAYMENT

A Direct Payment is a method of authorizing disbursement directly to vendors without processing a requisition through the Purchasing Department.

Direct payments are made when a payable has been recognized, the payment is in compliance with all federal, State and District requirements, and a District Purchase Order has not been issued.

Direct Payment is limited to the following types of transactions:

- Utilities
- Insurance and/or Benefits
- DSA fees
- Board Approved Membership – must be held in the name of the District and not the individual
- Land acquisitions with Board approval
- City and State permit & fees for site improvement/construction.
- Table Sponsorship
- Child Care (CalWorks)

Employee:

- Travel advances, conference registration, mileage, airfare, car rental or lodging . Proper supporting documentation is required including original approved Travel/Conference form. The form may be found on the Fiscal Services and Payroll website.
- Revolving Cash Fund (Petty Cash) up to \$399 – Refer to this section for detailed procedure.

Requirements

Direct payments are to be submitted once all authorizations have been obtained and all supporting documentation has been attached. All direct payment requests must include:

- Vendor name with the company's Federal ID number
- Remittance address
- Amount to be paid
- Department account number(s) to be charged
- Account manager's name and signature.

Incomplete direct payment requests will be returned to the department for correction.

Submit signed original invoices to Accounts Payable.

Direct Payments should be processed and paid within 14 business days after they have been approved by the department and submitted to Accounts Payable.

Direct questions about Direct Payment to Accounts Payable, x4185

20.0 CREDIT CARD PURCHASES

Long Beach Community College District uses a variety of methods for the purchase of goods and services, including petty cash, purchase orders, supply agreements and procurement cards. The procurement card is not meant to supplant the purchase order system. The Procurement Card can be used as an **option at Purchasing's discretion**, in addition to existing methods for obtaining supplies and some services.

A requisition must be submitted indicating that it is a credit card order. This ensures that funds are available and the purchase is authorized. The requisition is cancelled once the charge is reflected on the credit card statement and the reconciliation is submitted to the Fiscal Accountant.

Purchasing will make every effort to find a source that accepts Purchase Orders or contact the vendor requesting a credit card payment to see if they will accept a Purchase Order.

The following are prohibited purchases:

- Airlines, hotels, motels, rental cars, travel
- Amusement/Entertainment
- Business services, employment agencies, temporary help agencies
- Camps, camp sites, amusement & recreational services
- Cash Advances
- Chemicals
- Collectibles, stamp & coin, antiques
- Firearms & ammunition
- Government services: court costs, fines, bail bonds, postage stamps, tax payments
- Leases of buildings
- Liquor, bars, nightclubs, package stores, beer & wine
- Medical services & supplies: doctors, physicians, dentists, orthodontists, chiropractors, nursing & personal care facilities, prescriptions, over the counter drugs, etc.
- Personal purchases
- Personal services: dating, tax preparation, counseling, health & beauty spas
- Transportation: train, taxi, ambulance, etc.
- Splitting purchases to circumvent the dollar limitation
- Computer / Equipment Repairs
- Computer hardware/software and peripherals
- Professional Services, such as presenters, where a 1099 must be completed
- Maintenance Agreements
- Insurance
- Gambling / Betting
- Monthly subscriptions such as water / magazines
- Fuel
- Purchase of items carried in the campus bookstore
- Telephone services and communication equipment
- Equipment

21.0 SOLE SOURCE PROCUREMENT

Sole source items are those items, which perform a certain function for which no other items are known to exist. In a highly technological society, either patents or a clearly superior product may perform function that limits the District to a sole source.

A situation may arise which makes compliance with Public Contract Code 20651 which requires community college districts to competitively bid for equipment, materials or services impracticable, unnecessary or contrary to the public, but for which a sole source is appropriate.

In such cases, the Director of Business Support Services, or his or her designee, may make or authorize others to make procurements with limited or no competition, as the officer deems appropriate based on the circumstances. The Director of Business Support Services, or designee, shall make a written determination of the basis for his or her decision, and the selection of the contractor and it shall be submitted to the Board of Trustees for approval. Justification for specifying such items is extremely important and must be in sufficient detail to explain the basis for suspending the usual competitive procurement process.

A copy of the board approval shall be submitted with the purchase order to Los Angeles County Office of Education for payment.

Examples of sole source procurement include, but are not limited to:

- Products where compatibility with existing systems, equipment, or accessories are absolutely necessary for function, serviceability, warranty, or cost.
- For trial or evaluation products or services.
- For public utilities and services.
- Rental of certain facilities in which location is an important factor.

22.0 UNAUTHORIZED PURCHASES

Purchases made in the name of the District without an authorized purchase order number shall be considered a financial obligation of the individual making the purchase and not an obligation of the District.

23.0 PURCHASES FOR PERSONAL USE

No goods or services will be purchased by the District on behalf of employees or for their personal benefit. Deliveries of personal employee purchases are not to be made to the District including the Warehouse and Mailroom.

24.0 FORMAL/COMPETITIVE BIDDING OR PROPOSALS

Ref: 6009 Policy/Regulation on Bids and Contracts:

All purchases that exceed the annual current legal bid limits which adjusts annually, for equipment, services, and materials, or \$200,000 for Public Works Projects (Facility Improvement Projects) must go through the legally required advertised bid procedure, and the recommended award must then be approved by the Board of Trustees prior to issuance of a purchase order or contract.

Materials, supplies, and equipment shall be purchased by competitive bidding (advertised bids, written price quotations, and requests for proposals), whenever practical or required by law.

The Purchasing Department shall seek bids from the sources able to offer the best prices, consistent with quality, delivery and service.

The Purchasing Department shall purchase from sources within the District whenever quality and service are equal to that of an out-of-District source, and whenever price is equal to or lower than that of sources outside of the District.

All advertised bids and RFP/Q's are coordinated by Contract and Purchasing. Contracts is responsible for services and public works bids and Purchasing is responsible for supplies and equipment bids.

While developing specifications, Contracts or the Purchasing staff will work with the requisitioner to assure the desired standard of quality and conformance with District policies and procedures.

The bid and RFP/Q process takes eight 14 weeks and includes advertising, pre-bid conferences, and public bid openings. All bids are submitted in sealed envelopes to either Contracts or Purchasing as designated in the bid and stamped in by the department's time-clock. Telephone, electronic and facsimile transmissions are not acceptable for sealed bidding purposes. A late bid, late withdrawal of a bid, or late modification of a bid shall be rejected.

Awards shall be made to the lowest, responsive and responsible bidder meeting the specifications or according to a best value process, as outlined in the bid or RFP/Q documents. A "responsive bid or RFP/Q" is in conformance with the requirements of the documents including specifications/scope of work, the District's contractual terms and conditions, completion of forms, inclusion of references or attachments, and completion of required responses. "Responsible bidder" is not limited to financial responsibility. A bidder's reputation, experience, resources, facilities, delivery availabilities, distance and efficiency are also considered.

Tie bids are responsive bids from responsible bidders that are identical in price and which meet all the requirements and criteria set forth in the request for bid. If two or more bids received are in all respects equal, the District will award by drawing lots. A standard deck of cards will be utilized and high card drawn will determine the successful bidder. The drawing of lots must be witnessed by at least two individuals and the event must be recorded and kept on file. Care shall be taken by the buyer to ascertain that the tie bidders meet all requirements as outlined in the request for bid before declaring a tie bid situation.

A summary of the number of bids received and the recommendations of the Contracts or Purchasing department shall be submitted to the Board of Trustees for approval.

The Board of Trustees reserves the right to reject any and all bids, or to waive any irregularity or informality in any bid or in the bidding process.

Public Works Projects (CUPCCAA)

The California Uniform Public Construction Cost Accounting Procedures were adopted by the Board of Trustees on October 23, 2012 to enact informal bidding procedures set forth in Public Contract Code §22000 et seq.

Public Works projects will be processed as follows:

1. Projects valued under \$60,000 would be exempt from bidding requirements. These projects will be performed by negotiated contract or purchase order. These projects require three quotes. Performance bonds and payment bonds are required on all projects in excess of \$25,000.
2. Projects valued between \$60,000 and \$200,000 would be let to the pre-qualified contractor submitting the lowest quote through an informal bidding process. Bid bonds, performance bonds, and payment bonds are required of all contractors doing work under these provisions as appropriate. Award of contract is ratified by the Board of Trustees.
3. Projects valued at more than \$200,000 would be subject to formal bidding requirements. Award of contract requires board approval.
4. If no bids are received through the informal or formal bidding procedures, the District is authorized by Section 22038 (c) of the Public Contract Code to have a Project completed by a negotiated contract which complies with bidding procedures.

Use of Other Agencies' Agreements (Piggy-Back Bids)

The District is authorized to utilize various cooperative agreements, joint purchase contracts and other agencies' bids (piggyback) for the procurement of supplies, equipment and services. Examples are: State Contracts, Joint Powers Agreements, CMAS, University of California, California State University Agreements and other agencies bids that contain a "piggyback" clause.

Request for Proposals/Qualifications

When a Department needs to contract out for services, a Request for Proposals (RFP) or Request for Qualifications (RFQ) may be required. Please contact Contracts Management at the earliest possible time. The time frame is between 10 and 14 weeks from the development of the RFP/RFQ to the executed contract. Contracts Management works closely with the department developing the scope or work, evaluation criteria and a list of potential proposers.

25.0 LEGAL AND CONTRACTUAL REMEDIES FOR DISPUTES

Vendor Complaints

Any dispute, or complaint lodged by a vendor or contractor shall be submitted in writing and initially addressed to the Purchasing Department. The Purchasing staff will investigate any charges including contacting the LBCC department responsible for the initial requisition and payment and take whatever action is warranted to correct the problem. If the matter cannot be informally resolved at this level, the Director of Business Support Services shall serve written notification to the vendor or contractor that a full and complete formal statement detailing the nature of the problem must be received by the Director of Business Support Services within ten (10) working days after the notification is issued. Failure to file the formal statement shall be interpreted to mean that the matter has been resolved.

Written Vendor Complaints shall be delivered to:

Long Beach Community College District
Director of Business Support Services
4901 East Carson Street – G4
Long Beach, California 90808

Once the formal statement is received by the Director of Business Support Services, and still cannot be resolved, the matter shall be escalated to the Vice President, Administrative Services.

Decision

The Vice President, Administrative Services shall review the written formal statement filed by the vendor or contractor, analyze the actions of the campus to determine whether it acted in a manner consistent with the requirements of the solicitation document and applicable laws and policy, and shall issue a final decision in a timely manner.

The decision shall be in writing and shall be mailed or otherwise furnished to the vendor or contractor in such a manner as to ensure receipt.

The decision of the District is final.

Public Works / Equipment and Materials Bid Protest

The bidder is directed to the language contained in the materials received with the bid package for direction in filing a bid protest. The information in this material is periodically updated and supersedes information found in this purchasing manual. Any bidder submitting Bid Proposal to the District may file a protest provided that the Bidder complies with the provisions outlined in the “Instruction for Bidders”. The following represents information taken from the “Instruction for Bidders”.

Any Bidder submitting a Bid Proposal to the District may file a protest of the District’s intent to award the Contract provided that each and all of the following are complied with:

- (i) The bid protest is in writing;

- (ii) The bid protest is filed and received by the District's Vice President, Administrative Services not more than five (5) calendar days following the date of issuance of the District's Notice of Intent to Award the Contract; and
- (iii) The written bid protest sets forth, in detail, all grounds for the bid protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the bid protest; any matters not set forth in the written bid protest shall be deemed waived. All factual contentions must be supported by competent, admissible and creditable evidence.

Any bid protest not conforming to the foregoing shall be rejected by the District as invalid. Provided that a bid protest is filed in strict conformity with the foregoing, the District's Vice President, Administrative Services or such individual(s) as may be designated by him/her, shall review and evaluate the basis of the bid protest. The District's Vice President, Administrative Services or other individual designated by him/her shall provide the bidder submitting the bid protest with a written statement concurring with or denying the bid protest. The District's Board of Trustees will render a final determination and disposition of a bid protest by taking action to adopt, modify or reject the disposition of a bid protest as reflected in the written statement of the District's Vice President, Administrative Services or his/her designee. Action by the District's Board of Trustees relative to a bid protest shall be final and not subject to appeal or reconsideration by the District's Vice President, Administrative Services any other employee or officer of the District or the District's Board of Trustees.

Request for Proposal Protests

Any actual or prospective contractor may protest the solicitation or award of a contract for violations of the District's procurement policy or of laws and regulations governing the District's procurement activities. Any protest against a RFP, or any part of it, must be received not later than ten (10) calendar days before the deadline specified for receipt of proposals. Any protest against the award of a contract pursuant to this RFP must be received within ten (10) calendar days after receipt of a written notice of the District's intent to award to another proposer. The District shall not be obligated to consider protests received after the above-specified deadlines. All protests must be in writing and submitted to the Vice President of Administrative Services at the place specified for submittal of proposals.

Public Works Bid Protests and Request for Proposal Protests shall be delivered to:

Long Beach Community College District
Vice President of Business Services
4901 East Carson Street – G1
Long Beach, California 90808

26.0 CHANGE ORDERS AND CANCELLATION OF PURCHASE

A change order or cancellation is issued by Purchasing when an existing purchase order needs to be modified to correctly reflect the purchase transaction. The initiation of the change order or cancellation request may come from Purchasing, a Department or the Vendor by contacting Purchasing.

Because the purchase order is a legal document that represents, or forms the basis of a contractual relationship between the District and the vendor, any changes to that contract must be in writing and approved by Purchasing. The authority to change the existing purchase order is the responsibility of Purchasing.

When changes are made without prior authorization from Purchasing, payment to the vendor will be delayed while proper documentation is completed. Furthermore, the contractual rights of the District and the vendor are jeopardized by such unauthorized changes.

Change orders may be either “internal” or “external”. Internal changes such as account number changes will not require submittal of a formal change order to the vendor. External change orders such as any change that alters the original descriptions and/or terms such as price, quantity or the item originally ordered require submittal of a formal change order to the vendor.

Procedure

If any aspect of the purchase order must be changed or cancelled, send an e-mail to the buyer listed on the PO. Indicate the following:

PO number
Vendor Name
Change or cancellation information
Reason for the change or cancellation

The buyer will notify you if a new requisition will need to be submitted.

If the requested change is approved, a change order will be issued.

If you need to change or cancel an order before the items have been received, please contact your assigned Buyer immediately.

Open Purchase Orders

Increases require the submittal of a requisition and decreases require the submittal of an e-mail. Indicate the purchase order number, vendor name and the amount of the increase or decrease.

To add or delete authorized personnel, submit an e-mail from the Department administrator indicating the purchase order number, vendor name, effective date, and the name(s) of the personnel to be added or deleted.

Change of Vendor

If the purchase order requires a change of vendor, the original purchase order will be cancelled and a cancellation order issued to the original vendor. The original requisition will be resourced into a new purchase order for the new vendor, if no expenses were made against the original purchase order.

A new requisition will need to be entered for the new vendor for issuance of a new purchase order if expenses were made.

27.0 MERCHANDISE EXCHANGE OR RETURN

Occasionally, a purchased item must be returned to the vendor because the wrong item was shipped, the item was received in damaged condition or the wrong item was ordered. In these situations, you should send a memo or email to the Purchasing Office 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 extension, and room number

The Purchasing Department will handle the return for you and contact you about 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.

Restocking Charge

If the incorrect merchandise delivery is due to an ordering error, the vendor is under no obligation to accept the return and may impose a restocking charge. The buyer will negotiate to reduce the charge whenever possible. This restocking charge will be the responsibility of the requesting department.

Credit Memos

Department receiving credit memos for the return of merchandise should forward them to Accounts Payable. Accounts Payable will use this credit memo on the next payment to the vendor and credit the original charge. (Note: Some companies will not give cash refunds).

DO NOT CONTACT THE VENDORS.

- **Please call the Purchasing Department staff member listed on the Purchase Order for assistance.**
- **Misdirected or delivered items need to be referred to the Warehouse. Do not open the carton of any unsolicited materials.**

28.0 RECEIVING AND WAREHOUSE SERVICES

For complete details on Warehouse Operations, contact the Warehouse and Logistics Manager, x5091

The District Warehouse provides the following services:

- Receiving of materials, supplies and equipment from vendors
- Site deliveries for all materials, supplies and equipment, purchased through Purchase Orders and received at the warehouse
- Site delivery of furniture and heavy equipment delivered to the warehouse
- Site deliveries for inventory and LBCC forms stocked in the warehouse
- Departmental file archiving
- Materials and supply storage
- Hazardous materials storage
- Assistance with campus to campus relocation
- Donation pick-ups / deliveries
- Surplus disposition

OPEN OR PREPAID PURCHASE ORDERS

1. Warehouse staff inputs all packages received into the web-based Warehouse Package System for receiving and delivery tracking functions.
2. The Warehouse Driver will then deliver the package(s) to the individual who placed the original order. The signature of the person receiving the item is annotated on the Delivery Receipt upon delivery.

WAREHOUSE RECEIVING DISCREPANCY PROCEDURES

Type of discrepancies encountered in receiving process are listed below

- a. Incorrect Item(s)
 - b. Item Overage
 - c. Item Shortage
 - d. Item Damaged
 - e. Back-ordered items listed on packing slip by vendor incorrectly or inaccurately.
1. Discrepancies are noted in Peoplesoft. Warehouse personnel will notify Purchasing via e-mail of any discrepancies encountered during the receiving process.
 2. Items in question will be held in the Warehouse pending resolution by Purchasing. Damaged freight shall be photographed by Warehouse staff and photographs will be sent via email to purchasing for their use with vendor.
 3. The return of item(s) to vendors will be coordinated by warehouse staff and purchasing staff.

FURNITURE DELIVERY PROCEDURES

1. Receiving Clerk or Warehouse Supervisor will phone or email the individual making the request to schedule furniture deliveries to department area. Department areas are required to ensure adequate space is available for delivery of the item and that any obstructions to delivery are removed prior to the scheduled delivery by the driver.

HEAVY DUTY EQUIPMENT DELIVERY PROCEDURE

1. Equipment weighing more than 150 lbs. must be delivered by the vendor to the requisitioner's site (or by a third party approved moving company selected by the vendor and submitted with requisition). Requestor bears the additional costs for delivery and handling of heavy equipment above 150 lbs.
2. The Warehouse Driver will pre-inspect the department area 3 days prior to scheduled delivery of any heavy-duty equipment (equipment up to 150 lbs.) The driver will assess the space, doorway access, hallway access, and elevator access areas for delivery of the item. Safety is paramount.
3. Any obstructions noted by the driver will be given to the Department Supervisor who will notify the individual making the request via email or phone and inquire about resolution methods for any obstructions to the delivery.
4. Once, resolution is achieved the delivery will commence as scheduled.

DEPARTMENTAL FILE ARCHIVING

There are legal codes affecting records retention for certain documents. Board action may be required prior to destruction. Please contact your department head to have records destroyed.

- Please use archive boxes (available through a source such as OfficeMax)
- Label boxes with standardized Archive Label. Include file destruction date or mark box for permanent retention.
- Complete the Archive Pick-up/Retrieval form to request archive pick-up from a department or retrieval of boxes from Warehouse archive storage.
- Warehouse conducts an "Archive Destruction" screen semi-annually and will notify departments that have archived files with impending destruction dates, so further action may be taken.

Labels are located on the Warehouse intranet site: <http://apps.lbcc.edu/lbccforms/>

Choose a department: Warehouse

Form name: Archive Destruction Form

EQUIPMENT AND SUPPLY STORAGE

The Warehouse stores supplies such as, various departmental forms, custodial supplies, computer and peripheral equipment, industrial machinery, exercise equipment, and other related materials.

All stored items are categorized, separated, and organized by department bin location.

All departments receive a “Monthly Inventory Storage Report” via email at the beginning of each month to notify them as to remaining quantities of materials stored.

HAZARDOUS MATERIALS STORAGE

The Warehouse will store hazardous materials (hazmat) in designated areas. Such areas will be in compliance with “District Hazmat Policies”. 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. All signage and hazmat material handling equipment and storage mechanisms will be used in accordance with “District Hazmat Policies”.

DONATION PICK-UPS & DELIVERIES

The Warehouse staff members are tasked to pick-up or deliver donations from private and public agencies, businesses, or individuals. LBCC members or departments requesting a pick-up or delivery of a donation item are directed to email the request to the Warehouse.

The department requestor’s email should include the following information:

- Pick-up location or address
- Requested date of pick-up
- Hours for access
- Quantity of items
- Description of items
- Delivery location / address
- Requested date of delivery
- Hours of access

Note: The Warehouse cannot dispose of materials or complete custodial duties for donating parties. The pick-up donation site or off-site delivery location of the recipient shall be free of obstructions for the warehouse staff to load or unload the items. The Warehouse staff cannot move furniture or machinery at the pick-up location or delivery location to retrieve or deliver donated items.

The Warehouse supervisor will coordinate services with LBCC or the donor.

These locations are within the geographical service area for pick-ups and/or deliveries:

- a. Long Beach/Signal Hill
- b. Lakewood

- c. Bellflower
- d. Cerritos
- e. Artesia
- f. Norwalk
- g. Seal Beach

Cities not listed above are outside the normal geographic region and service is not available unless approved by the Deputy Director of Purchasing and Contracts or designated director.

CAMPUS TO CAMPUS RELOCATIONS

Warehouse staff members perform “Campus to Campus”, department relocations upon request. Department campus moves within the same campus area are handled by the Custodial Department. Departments requesting relocation from one campus to another campus must complete an Equipment Transfer Form. The Department shall email the following information to the Warehouse:

- Pick-up location or address
- Requested date of pick-up
- Hours for access
- Quantity of items
- Description of items
- Delivery location / address
- Requested date of delivery
- Hours of access
- Delivery location furniture layout plan or instructions if necessary

The Warehouse will schedule a pre-inspection within 1 day of receiving the initial request to verify the information received from the requestor. Once, the pre-inspection has been completed, the Warehouse will schedule the move date, in accordance with the requestor’s initial request.

PRODUCT ASSEMBLY OR REPAIR GUIDELINES

Warehouse staff cannot perform assembly, maintenance, or repair of District products, machinery, appliances, or furniture. It is the requestor’s responsibility to contact the Facilities Department to coordinate product assembly prior to the delivery of the product.

The requestor should ensure they understand the purchase order terms in regards to warranties and restricted product return deadlines of their selected vendor.

Example: “Epson” vendor delivers audio visual furniture system accessories per purchase order requirements. Items require assembly. Vendor states that items must be returned upon 10 days of receipt, if not operable. Since the items will need to be assembled to ensure working condition. The requestor must coordinate assembly with the Facilities Department within 10 days receipt of item.

The requestor will notify the Warehouse Receiving Clerk or Warehouse & Logistical Manager of the delivery date and time after coordinating assembly with the Facilities Department.

FIXED ASSET INVENTORY

Fixed assets are items of real or personal property with a fair market value of \$5,000.00 or more. Some fixed asset examples are land, buildings and equipment. Motor vehicles, computer servers, duplicating equipment and instruction lab equipment would be considered fixed assets.

The aggregate value of the district's fixed assets appears as a component on the district's financial statements. The financial statements are important, because they are used by the financial community to establish the district's credit rating. This in turn affects the costs to the district to borrow money.

Example: The cost to borrow money through our General Obligation Bond Program is affected by the district's financial statements.

In accordance with our Board policy all fixed asset items with a value of \$5,000.00 or more excluding land and buildings must be tagged with permanent fixed asset id #'s. The fiscal services department maintains the fixed assets subsidiary ledger which lists every fixed asset item. The ledger also lists original value, depreciated value, fixed asset identification number and physical location.

Periodically a physical inventory is conducted to verify the existence and general condition of each fixed asset item. Fixed assets permanent inventory tags are affixed to the equipment by the warehouse staff before the items are delivered to their ultimate location in the college. If an equipment item is moved a Relocation of Fixed Asset Items form should be completed and submitted to the Accounting and Reporting office in the Fiscal Services department (See the appendix for a copy of the relocation form.) The Accounting and Reporting office will use the new location information to update the Fixed Asset Subsidiary Ledger. This will make it much easier to conduct the periodic physical inventory.

When an equipment item becomes obsolete it can be sold or disposed of after it is declared surplus by the Board of Trustees. To initiate this process a completed Declaration of Obsolete Equipment form should be submitted to the Fiscal Services Department. See the appendix for a copy of the obsolete equipment form.)

EQUIPMENT TRANSFERS

The Warehouse/Logistics Department provides assistance with faculty and staff inter-campus moves of district equipment and furniture. **Moves within a building or on a single campus are completed by Facilities only.** Please contact Facilities help desk @ ext. 4040 for this type of assistance. Please complete and email this form to c2baker@lbcc.edu or restacio@lbcc.edu for processing

<http://apps.lbcc.edu/lbccforms/>

Choose a department: Warehouse

Form name: Warehouse Dept. Inter-Campus Relocation Request form

DISPOSITION OF SURPLUS MATERIALS

A. Obsolete Equipment or Surplus Disposal

District property, which is no longer needed by the Department or needs to be replaced, shall be declared to be surplus. If replacement equipment is being purchased, consideration should always be given to trading the item in on the replacement equipment purchased.

When items are determined to be obsolete or surplus, an Equipment Transfer Form is prepared by the Department and the Warehouse is notified by email that items need to be transferred. The items are retained in the Warehouse until they are disposed of.

The Director of Business Support Services, or his/her designee, by approval of an annual resolution by the Board of Trustees, may sell at a private sale without advertising District personal property with a collective value of less than \$5,000.

If the item(s) exceeds \$5,000 in value, it is declared surplus by the Board of Trustees and then offered for sale through a public bid process or private auction firm.

If the Board finds the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization or it may be disposed of in the local landfill.

Authority: Education Code Sections EC 81452 and EC 81450

B. Donations from the College

If the college determines that personal property is not required for school purposes and it should be disposed of, the property may be donated to a school district, community college, or other public entity. Items that exceed \$5,000 in value require Board Approval prior to making the donation.

Departments wishing to donate items shall contact the warehouse via email for coordination and pick-up and delivery. Please include the following information:

- a. Pick-up location campus/room number
- b. Requested date of pick-up
- c. Hours for access
- d. Quantity of items
- e. Descriptions of items
- f. Delivery location
- g. Requested date of delivery
- h. Hours of access
- i. Delivery location or address

The Warehouse cannot dispose of materials or complete custodial duties for private, public, or individual donating parties while retrieving items being donated. The pick-up and drop off donation sites shall be free of obstructions for the warehouse staff to load or unload the items. The Warehouse staff cannot move furniture or machinery at the pick-up location or delivery location when retrieving or delivering donated items.

The Agency receiving the property is required to sign a release form provided by the Warehouse.

Reference: California Education Code §81450.5

DONATIONS

B. Donations to the College

When an item is donated to the District, a Donation Acceptance form must be completed. A description of the material to be donated, where or how it is to be used and the fair market value must be specified by the donor. The name and address of the person or company donating the material is needed in order to provide a letter of acknowledgment after acceptance of the donated material has been approved by the Board of Trustees. The Dean and/or Program Director must verify that the donated material is usable. All individual equipment items over \$5,000 must be identified for inventory purposes.

The completed Donation Acceptance form is sent to the Contracts Management Office (mail code: G-4) for processing and board approval.

Required signatures:

Requestor Instructional Dean/Director
Vice President

After Board Approval, Contracts Management provides the acceptance letter for the Superintendent-President's signature. The original is sent to the Donor and copies are distributed to the initiating department and Fiscal Services (if applicable). Fiscal Services receives a copy of the paperwork for any items received with a value of \$5,000 or more for inventory purposes. Purchasing receives copies of paperwork with DMV or FAA documents.

Vehicle Donations

Vehicle donations follow the procedures listed above. The Donation Acceptance form along with the Certificate of Title (Pink Slip) should be forwarded to the Contracts Management Office. After Board approval the paperwork will be forwarded to the Purchasing Department. Purchasing Department staff will process the required DMV documents and take to the local DMV to transfer ownership and obtain the Exempt license plate. The Director of Business Support Services or Deputy Director, Purchasing and Contracts will sign all DMV documents.

The DMV needs the following items to transfer ownership:

Certificate of Title (Pink Slip) or Application for Duplicate Title (REG 227) if the title is lost.

Signature(s) of seller(s) on the Certificate of Title

Signature of buyer(s) on the Certificate of Title

Odometer disclosure for vehicles less than 10 years old

Smog certification from the seller at time of transfer unless the vehicle is:

- 1975 year model or older
- Transfers that occur for any motor vehicle that is four or less model years old.

- Hybrid
- Diesel powered
- Electric
- Natural gas powered and has a Gross Vehicle Weight rating of 14,001 lbs. or more.
- Motorcycle
- Trailer

Transfer fee

Use tax and/or various other fees

All paperwork received must be forwarded to the Purchasing Department. The initiating department may retain a copy of the vehicle registration for placement in the vehicle.

Reference: Board Policy 8002; <http://lbcc.edu/post/8000-policies>

29.0 HOW TO BECOME A VENDOR

The purchasing staff will maintain a database of qualified vendors.

New vendors should submit a letter of introduction to the Purchasing Department. The letter should contain the following information: business name, address, telephone and fax number, e-mail address, product(s) and/or services offered, contact person and business ownership certification (i.e. minority, women or disabled veteran owned). New vendors will be required to submit a W-9.

Because of the number of goods and services the Purchasing Department deals with, submitting a letter does not guarantee a vendor will be notified every time a quotation or bid for that particular commodity or service is sent out.

Vendors are selected for their capability to serve the needs of the District in the most economical and efficient manner possible. Past performance and cooperation are important factors. **Authority for the final selection of the vendor is the responsibility of the Purchasing Department.**

Vendors may schedule an appointment with the Purchasing staff by contacting the appropriate buyer assigned their commodity at the telephone number listed in this manual. Requests for appointments shall be acknowledged and granted as quickly as possible, subject to departmental workload and availability of staff.

Contractors interested in our Measure E Bond Program can register as a vendor by accessing the following link on the web: <http://lbcc.edu/pod/lbccd-business-directory>

Removal from Bidders List

Vendors who fail to respond to a reasonable number of bids or fail to provide adequate goods or services shall be removed from the Bidders List. Reported failure to comply with bids, awards, and or orders becomes a part of the bidder's application file. If a qualified bidder repeatedly fails to respond to Invitations to Bid or informal quotes, the bidder will be removed from all commodity groups.

Examples of failure to comply include but are not limited to:

- Over, under, late shipments
- Damaged or defective products
- Shipments not in conformance with specifications
- Unauthorized substitutions
- Billing errors
- Service deficiencies
- Failure to ship
- Failure to provide District required insurance

Other principle factors for temporary or permanent removals from the bid list are:

Unethical practices

Misrepresentation of merchandise

Debarred from entering into District contracts or determined to be ineligible to receive an award

License revocation

Failure of a vendor to perform satisfactorily in any of the above areas may result in a vendor's liability for damages to the college.

30.0 DISTRICT EMPLOYEE TRAVEL PROCEDURES

Ref: BP 7400 EMPLOYEE TRAVEL
Ref: Education Code Section 87032;
Government Code Section 11139.8

Ref: AP 7400 EMPLOYEE TRAVEL
Ref: Education Code Section 87032;
Government Code Section 11139.8;
2 Code of Federal Regulations

Contact: Fiscal Services – LaTonyua Harden
Email: lharden@lbcc.edu