



Welcome to the Merced Community College District Purchasing & Warehouse Department

Our goals are to ensure that the goods and services necessary for the operation of the District are obtained at competitive prices and to guarantee fairness in the selection of vendors while providing the savings, service, and solutions supporting the achievements and success of every student and teacher in the District.

Our objective is to obtain goods, services and construction for public purposes according to laws and procedures intended to provide for the economical expenditures of public funds.

THE PROCUREMENT PROCESS:

It is the intent that the District procures all materials, supplies, and services that best conform to District products, and services at the lowest overall price. To help insure this, the District obtains prices from qualified vendors through established competitive bid procedures set forth by Board Policy, Administrative Rules, Public Contract Code, and Education Code requirements.

When ordering equipment, materials and supplies, a purchase requisition is prepared by the using department and entered into the COLLEAGUE financial system. The requisition should include a description of the item or items, fixed quantities, delivery dates and delivery location. The requisition is ultimately forwarded to the Purchasing Department and the process is as follows:

1. Quotations or bids are solicited
2. The purchase order is issued to the lowest and most responsible bidder
3. The products or service are delivered and accepted
4. Payment is authorized, and a check or warrant is issued to the seller

BIDDING REQUIREMENTS:

For purchases of less than \$5,000—Competitive bidding is not required. Such items may be purchased from any vendor offering the required goods or services at a reasonable price.

- Any purchase estimated to have a total cost to the District of \$5,000 to \$9,999 shall be awarded through the evaluation of no less than two verbal quotations.
- Any purchase estimated to have a total cost to the District of \$10,000 to \$19,999 shall be awarded through the evaluation of no less than two written quotations.
- Any purchase estimated to have a total cost to the District of \$20,000 - \$96,699 shall be awarded through the evaluation of no less than three written quotations.

Quotes may be obtained by telephone, via e-mail and/or in writing from the vendor. Copies of written quotes must be obtained for goods or services items between \$10,000 and \$96,699

Public projects and construction services projects less than \$45,000 may be performed by District employees, by force account, by negotiated contract, or by purchase order.

The Contractor shall not commence the work until the contractor has submitted and the District has approved required certificate(s) and affidavit(s), and the endorsement(s) of insurance. The Maintenance and Operations department performs the inspection and acceptance of the contractors work.

PURCHASES OVER \$96,700 EXCEPT FOR PUBLIC WORKS PROJECTS

Formal bidding is required for a single item or an aggregate of like items (i.e. copier paper) that cost \$96,700 dollars or more. Formal bidding requires that the user department write specifications describing the needed goods or services. Bid splitting is prohibited.

The department needing these materials or service will supply the Purchasing Department detailed specifications and an approved purchase requisition. The specifications are reviewed to ensure that the specifications are complete and in the proper form. The contract must be awarded to the lowest responsible bidder, or the District must reject all bids.

Formal bids require a public advertisement that must be published once a week for two weeks in a local newspaper.

WAREHOUSE

The District warehouse is responsible for general receiving and distribution of supplies furniture and equipment. We also move furniture and equipment to and from various locations. We accept donated furniture and equipment, and we move surplus items to the warehouse for disposal.

The Warehouse only accepts shipments delivered with a duly authorized purchase order or they will be returned to the vendor. C.O.D. purchases are not accepted. All packages (except for packages received from Office Depot) are opened, inspected for damage and checked off against the purchase order. Normally, all items are delivered to specified locations within seven days. Equipment received in the warehouse valued at \$500 or more must be tagged and inventoried.

DISPOSAL OF DISTRICT PROPERTY

Notify the Property/Key Control Technician of any equipment that is no longer needed or is unusable. Request a Fixed Asset Reassignment or Disposal Form from the Property/Key Control Technician. Complete the form and return it to the Property Control Technician for transfer of property to the District Warehouse. Purchasing will prepare a list of usable furniture and equipment available for college use and send the list to other departments/division/offices. Equipment considered surplus must be approved the Board of Trustees prior to disposal. Purchasing will dispose of surplus property in compliance with Education codes 81450 and 81452.

MAILROOM

The mailroom prepares and transfers mail to the Post Office and throughout the District. We sort incoming mail and deliver to all mailbox stops. Each department/division has a Stop number where mail is delivered. The adjunct faculty mailroom is located in building V-35 (vocational building). The door has a 5 digit electronic lock and code for access. Please call the mail room at 6217 for the access code. A student mailbox is located in the Student Union Hallway for students to drop off documents to instructors. Each student is responsible for properly identifying their items. Detailed instructions are posted on the drop box. One pick-up per day will be scheduled in the late afternoon with an expected delivery the following District business day before noon. All outgoing mail will be picked up at the same time as delivery. The last mail run is at 2:00pm Monday-Friday. Mail drop-off boxes for outgoing mail are at the following locations:

- Administration Building , VP Area.
- Student union Hallway for Veterans Center, Study Central, Student Health Services and the cafeteria.
- The Associated Student Merced College (ASMC) mail is delivered to the switchboard operator at the Administrative Building.

Please call the mailroom at ext.6217 with any questions

PURCHASING AND WAREHOUSE CONTACTS :

Chuck Hergenraeder, Director, Purchasing & Risk Management
(6300)

PURCHASING

Julissa Macias (6301)

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WAREHOUSE

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MAILROOM

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