

Values & Ethics

Solicitation Opportunities

Very few goods and services are procured without some consideration of competition. It is the College's objective to promote competition in public contracting that supports openness and impartiality to the maximum extent possible. While the College attempts to notify interested parties of current solicitation opportunities, it makes no guarantee that suppliers/contractors will be included in any or all solicitations.

Procurement Objective

It is the College's objective to promote competition in public contracting that supports openness and impartiality to the maximum extent possible. The College seeks to obtain goods and services that represent "best value" to the College, in accordance with applicable federal and state regulations. Factors which may be considered are: timeliness of delivery; quality; performance; past performance; technical competence of supplier/contractor; warranty; life cycle cost; and competitive price. nor do they conduct purchasing transactions for personal benefit.

Ethics

The College adheres to strict laws, rules, and ethical practices when purchasing goods and services. College employees do not accept personal gifts from suppliers nor do they conduct purchasing transactions for personal benefit.

About the College

Background

Chemeketa Community College is located in the Willamette Valley. The main campus is located in Salem, Oregon with additional campuses in Dallas, McMinnville, Woodburn, Brooks and the Viticulture Center at Eola.

Thousands of students enroll each year to acquire the skills that contribute to the economic vitality of the Mid-Willamette Valley. During the 2013-2014 academic year 36,910 people enrolled in classes and workshops at Chemeketa. The College employs close to 1,500 faculty, staff, and administrators.

Chemeketa is governed by our Board of Education comprised of seven officials elected from geographic districts in our region. They hire and direct the district president on matters of College policy.

Visiting the Salem Campus

Visitors may obtain free parking permits at the Information and Public Safety Booth in front of the main entrance to Building 2, or in the Public Safety Office located on the first floor of Building 2. Visitors displaying a parking permit may park in any parking space not designated for the disabled or other special-use parking. A map of the College's Salem campus may be obtained from the Website address located @

<http://www.chemeketa.edu/locations/salem/>

Chemeketa Community College is an equal opportunity/ affirmative action employer and educational institution. To request this publication in an alternative format, please call 503.399.5192.

Supplier's Guide to Doing Business With



Procurement Services

Thresholds

Solicitation Methods

Informal: College staff, may place orders directly with the Supplier for amounts of <\$10,000. Obtaining quotations is encouraged. The use of a "Procurement Card" is the preferred method of payment.

Intermediate: For orders >\$10,000 but < \$150,000, 3 written Quotes are required. Procurement Services will generate a Purchase Order or other contractual agreement for the purchases.

Formal: For orders >\$150,000, Procurement Services will choose the appropriate solicitation process (e.g., Invitation to Bid, Request for Proposal, Request for Information, etcetera). Notices are placed in an area newspaper, as required, on ORPIN, and the College's Procurement Services Website @ <http://www.chemeketa.edu/busprofession/procurementservices/bidannounce/>

Cooperative Purchasing: At times, it is beneficial participate in purchasing cooperatives. Suppliers are encouraged to provide information on the Suppliers contracts already available to public entities via purchasing cooperatives or "piggybacking" opportunities. (i.e., Cooperative Procurements pursuant to ORS 279A.200-279A.220.

Construction: The formal threshold for construction projects is orders > \$150,000.

Contracting

Standard Contract Provisions

The College's Standard Contract Provisions, as required by law, are an integral part of every Purchase Order issued by the College. A copy of the provisions can be obtained from the College's Procurement Services Website located at:<http://www.chemeketa.edu/busprofession/procurementservices/supplierinformation/poprocess.html>

Right to Accept or Reject

Chemeketa Community College reserves the right to accept or reject any or all offers submitted as a result of a Solicitation Document (formal or informal). The College reserves the right to accept or reject any specific item or group of items on a bid, proposal, or quote, unless the supplier/contractor states that the entire offer, or any subgroup, must be accepted in total.

Limit of Authority

Procurement Services is responsible for issuing orders for most purchases made on behalf of the College for amounts of \$10,000 or greater. Designated College staff may purchase items under \$10,000, using a College "Procurement Card".

To insure appropriate College authority to expend funds, Suppliers should accept orders of >\$10,000 only from Procurement Services office on a College Purchase Order or similar acquisition instrument. When a Supplier assumes the responsibility of providing goods or services to the College without referencing the appropriate document the Supplier also accepts the possibility that the College may refuse to acknowledge the transaction and refuse to make payment.

Contact

Contacting

Procurement Staff

Procurement Services staff will assist suppliers in the coordination and identification of departmental contacts to ensure transparent and equitable treatment of all suppliers and to promote efficient fulfillment of departmental needs. Contact Procurement Services for assistance with inquiries or concerns. If you'd like to meet with a staff member of Procurement Services, you are encouraged to make an appointment.

Procurement Services
Building 2, Room 202
4000 Lancaster Drive NE
PO Box 14007
Salem, OR 97309-7070

Phone: 503.399.5014
Fax: 503.399.5038
Email: procurement@chemeketa.edu

Hours: 8AM to 5PM, Monday-Friday

This brochure has been designed to provide the Supplier community with an overview of how to conduct business with Chemeketa Community College. For additional details, suppliers are encouraged to refer to the College's Procurement Services Website located @ <http://www.chemeketa.edu/busprofession/procurementservices/>