

# HOW

## Solicitation Opportunities

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.

## Supplier Registration

Procurement Services does not currently have the ability to electronically register or catalog suppliers. Supplier/contractor information, when received, is placed on file in Procurement Services and/or is distributed to the appropriate department(s). In order to be placed on file, a supplier should send a letter of introduction to the Procurement Services Office. Supplier must provide sufficient information in order for Procurement Services to determine which specific commodities/services the supplier has indicated an interest in providing to the College. Any subsequent changes of information—e.g., address, representative, commodity supplied, etc.—should be reported, in writing, to Procurement Services.

## Contacting College 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.

## Ethics in Procurement

As a public agency, Chemeketa Community College adheres to strict laws, rules, and ethical practices when purchasing goods and services. ***Chemeketa Community College employees do not accept personal gifts from suppliers nor do they conduct purchasing transactions for personal benefit.***

## Limitations of Authority

Procurement Services is responsible for issuing orders for most purchases made on behalf of the College for amounts of \$1,000 or greater. Designated College staff may purchase items under \$1,000, using a College “Check Request” form. Suppliers shall not accept purchases over \$999.00 either on a “Check Request” form or by dividing the order between two or more “Check Request” forms.

In order to insure appropriate College authority to expend funds, and to assist in prompt payment for goods and services, the supplier should accept orders of \$1,000 or greater *only* from the Chemeketa Procurement Services office on a College Purchase Order or similar acquisition instrument.

*College Policy #6230 delegates authority to those positions responsible for entering into contractual agreements on behalf of the College. Only the president, chief financial officer, chief administrative officer, or their authorized representatives may enter into contractual agreements for the College.*

**NOTE:** Any time a supplier assumes the responsibility of providing goods or services to the College without referencing the appropriate Purchase Order or Check Request number, supplier also accepts the probability of the College refusing to acknowledge the transaction and refusing to make payment.

## TERMS AND CONDITIONS

### 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>.

*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.*

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# SUPPLIER GUIDE TO DOING BUSINESS



**T***his 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/>*

# WHO

## Background

Chemeketa Community College is a comprehensive educational institution located in the Willamette Valley. The College serves an annual, unduplicated student headcount of approximately 58,000 students. The College employs approximately 1,700 faculty, staff, and administrators. The curriculum includes vocational programs, community education, academic transfer courses, and classes in basic skills. The main campus is located in Salem, Oregon with additional properties located in Dallas, McMinnville, Woodburn, at the Brooks Center for Business & Industry, and at the Viticulture Center at Eola. Revenues received by the College are derived from tuition and fees, property tax levies, state funds, grants and contracts, interest on investments, and other miscellaneous sources.

The College is governed by a locally elected Board of Directors. The President is appointed by the Board of Directors.

# WHAT

## Procurement Objective

The College seeks to obtain goods and services that represent “optimal value” or “best value” to the College, in accordance with applicable federal and state regulations. Examples of factors which may be considered are: timeliness of delivery; product and service quality; product performance; past performance; technical competence of supplier/contractor; warranty; life cycle cost; and competitive price.

## Cooperative Purchasing

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

# WHERE

## Procurement Services Office

Procurement Services is located in Building 2, Room 202, on the College’s Salem campus located at 4000 Lancaster Drive NE, PO Box 14007, Salem OR 97309. You may reach the office by telephone @ **503-399-5014**.

If you’d like to meet with a staff member of Procurement Services, you are encouraged to make an appointment.

## Parking

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. Make sure the permit is visible from the front window of your vehicle. Visitors displaying a parking permit may park in any parking space not designated for the disabled or other special-use parking. In addition, specifically-designated visitor parking spaces are located in Parking Lot A, adjacent to the Information and Public Safety Booth.



*The Supplier assumes full responsibility for timely delivery at the location designated for receipt of Bids or Proposal; unless otherwise indicated, no oral, telegraphic, telephonic, electronic, or facsimile bids/submittals or modifications will be considered.*

A map of the College’s Salem campus may be obtained from the Website address located @ <http://www.chemek.cc.or.us/aboutus/locations/salem/map.html>

# WHEN

## Hours of Operation

Procurement Services is open from 8:00 AM to 5:00 PM, Monday thru Friday, except during College-recognized holidays and closures.

## Solicitation Methods

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.

College staff, who are using the Check Request form for the purchase of small-dollar items may place orders directly with the supplier for amounts of <\$1,000.

For orders ≥\$1,000 but not more than \$5,000, staff are encouraged to obtain quotes. Procurement Services shall generate a purchase order/contract/agreement or similar acquisition instrument for orders of ≥\$1,000.

For orders of \$5,000 or more but less than \$100,000, Procurement Services will work with College staff to conduct an informal solicitation and obtain competitive offers, whenever possible.

For orders >\$100,000, Procurement Services will choose the appropriate solicitation process (e.g., Invitation to Bid, Request for Proposal, Request for Information, etcetera), in accordance with state and federal regulations, to arrive at offers that represent optimal value to the College. Notices are placed in an area newspaper, as required, and the College’s Procurement Services Website @ <http://www.chemeketa.edu/busprofession/procurementservices/bidannounce/>

Suppliers may attend the public opening of the formal Solicitation Document (i.e., Invitation to Bid, Request for Proposal, etc.). See newspaper announcement or advertisement on Website for details on date/time/location of public opening. Preliminary results will be made available within a few days of the opening and/or on the Procurement Services Website.

## 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.