

HOW TO DO BUSINESS WITH NAPA VALLEY COMMUNITY COLLEGE DISTRICT

A Complete Vendor Guide

This Vendor Guide is designed specifically for our supplier community as a reference tool. The information provided will assist you in better understanding the District's procurement process and how to do business with us.

January 2023



PURCHASING VALUES

ENVIRONMENTAL STEWARDSHIP

The District believes responsible environmental stewardship is an integral component of doing business. It is the objective of the District that the supplies, equipment, and services procured by the District support environmentally preferred products and services which have a lesser or reduced effect on human health and the environment when compared to other products and services that serve the same purpose. The purchase of these products is preferred when they perform satisfactorily and are available at a reasonable cost to the District.

Definitions

- A. "Environmentally Preferred Products" means products that have a lesser or reduced impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and/or disposal of product.
- B. "Compost Products" means mulch, soil amendments, ground cover, or other landscaping material derived from the biological or mechanical conversion of cellulose-containing waste materials.
- C. "Practicable" means sufficient in performance and available at a reasonable cost.
- D. "Reasonable Cost" means competitive cost.

Procedure

1. Raise staff awareness on the environmental issues affecting procurement by providing relevant information and training.
2. Encourage contractors, bidders, and suppliers to offer environmentally preferable products and services at a competitive price.
3. Encourage providers of services to consider environmental impacts of service delivery.
4. Comply with all applicable environmental legislative and regulatory requirements.

SUPPLIER DIVERSITY

The District is committed to the maximum utilization of our diverse supplier communities. We encourage our departments to utilize local, minority, disabled veteran, and women-owned businesses as permitted by law.

FAIR WAGES

The District desires that vendors wishing to do business with the District subscribe to fair wage practices and ensure acceptable hours and working conditions (such as compliance with health and safety standards). Public works contracts require prevailing wage compliance. For further information, see <http://www.dir.ca.gov/dlse/PWManualCombined.pdf>

GENERAL VENDOR INFORMATION

WEBSITE

Business & Finance oversees the solicitation and administration of contracts with outside vendors.

Vendors may contact Business & Finance at (707) 256-7186 to add their contact information to our vendors list.

We encourage you to visit our website at:

<http://www.napavalley.edu/businessfinance/Pages/purchasing.aspx>

NEW VENDORS

New vendors must properly complete ***the most current*** IRS Form W-9 before the District may select a new vendor when preparing a Purchase Requisition. Prospective vendors should submit their ***complete and current*** IRS Form W-9 directly to the Business & Finance Office who will review the IRS Form W-9 for completeness. If a prospective vendor fails to properly complete an IRS Form W-9, then the District will not register the prospective vendor in NVC's purchasing system until the Disive

PROCUREMENT METHODS AND THRESHOLDS

PURCHASE REQUISITIONS

Employees shall not authorize, make any purchases, or incur any charges contrary to the District policies and procedures and applicable legal requirements. Employees who make purchases in advance of having an approved requisition may be personally liable for the charges. Vendors are expected to be knowledgeable regarding the District's procurement practices.

A Purchase Requisition is a purchase request completed by assigned employees (initiators) within the District's various departments. The department initiator completes a Purchase Requisition and it is then routed through the approval hierarchy. Depending on the department, a Purchase Requisition may require several individuals to approve the purchase request including, but not limited to, the department budget manager and Controller.

When preparing a Purchase Requisition, the initiator must select an existing vendor. If the initiator wishes to use a vendor who is not currently listed in the system, please contact Accounts Payable to register the new vendor into the system *after* the vendor submits a fully completed IRS Form W-9 to accounts.payable@napavalley.edu. Once the new vendor exists in the system, then the initiator can then select the vendor for the purchase request and complete the Purchase Requisition.

The following methods of source selection are commonly used by the District to acquire materials, equipment, and services in accordance with BP and AP 6330 and 6340:

SMALL PURCHASES (LESS THAN \$5,000)

Small, consumable items less than \$5,000 may be made by purchase requisition without quote or bid process.

INFORMAL QUOTES (\$5,000-\$109,300)

Three written quotes are required for any goods or services between \$5,000-\$99,100 (or current bid threshold). A District purchase order will be sent to the awarded vendor.

PUBLIC BIDDING (>\$109,300)*

Formal bidding is required for any goods or non-professional services in excess of \$99,100 (or current bid threshold), with the exception of authorized sole source, emergency procurements, and where otherwise permitted by law.

*The contract bid threshold annual adjustment commences every January 1st.

COOPERATIVE AND PIGGYBACK AGREEMENTS

In lieu of seeking competitive bids, as deemed in the best interest of the District, the District reserves the right to utilize current contracts issued by other governmental agencies, cooperative purchasing groups, National Alliances, or other institutions under the same terms, conditions, and pricing structure consistent with the Public Contract and Education Codes.

PAYMENT AND PERFORMANCE BONDS

The requirement for a Payment and/or Performance Bond will be specified in the solicitation if necessary. Performance Bonds may be based on 100% of the bid submittal and/or the required amount may be determined on a project-by-project basis.

BID SUBMITTAL

Each supplier is responsible for ensuring that its bid submittal reaches the Business & Finance office prior to the date and time specified in the solicitation document. The date/time stamp in the Business & Finance office is the official clock for all received bids or proposals.

BID OPENING

Bids are open in public and read aloud. If a supplier is interested in attending a bid opening, please contact Business & Finance at (707) 256-7186 to determine the location in which the opening will be held. Any special conditions to the opening will be designated in the solicitation document.

QUESTIONS REGARDING THE SOLICITATION

To ensure fair consideration for all proposers, the District prohibits communication to or with any officer, board of trustee member, department, division, office, or employee of the District during the solicitation process from the date of issuance of a solicitation through award, except as provided below.

All communications relating to solicitation between proposer (or anyone on proposer's behalf) and the District must be made through Business & Finance in writing. Any communications in violation of this provision may be grounds for disqualifying the offending proposer from consideration for award of a solicitation and/or any future solicitations.

AWARD INFORMATION

LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

After the solicitation opening, results are tabulated, evaluated and analyzed to determine the lowest responsive and responsible bid. The timeframe for completion of evaluation and award varies depending upon the complexity of the solicitation.

BID TABULATIONS AND AWARD RECOMMENDATIONS

Bid tabulations and Notices of Intended Action are issued from Business & Finance and posted on our website.

REJECTION OF BIDS, RESERVED RIGHTS

The District, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise the solicitation, postpone, or cancel at any time a solicitation process, or to waive minor irregularities and informalities. The District does not guarantee the award of any Agreement as a result of a solicitation process.

