



A Guide for Doing Business With SJVC's Department of Procurement



General Vendor Information

SJVC's Corporate Department of Procurement, located in Visalia, Ca. is open for business from 8:00 a.m. to 5:00 p.m. (PST), Monday through Friday, except on federal and state holidays. The department is responsible for development of all procurement policy, selection of vendors, contracted services, and oversees purchase of all materials and commodities for all College campus locations.

Vendors wishing to be added to SJVC's master vendor listing must send a letter of request and company brochure to: SJVC Purchasing@sjvc.edu for review and consideration.

Each SJVC campus is responsible for procurement of its own goods and services and should be contacted directly for information regarding specific commodity and service needs.

Business awards for a broad variety of commodity and services needs are bid each year. Normal commodity needs include office and classroom supplies, textbooks, computer equipment, leased copier equipment, ect. Typical ongoing service needs include, service and maintenance of equipment, cabling, air conditioning, electrical, janitorial and temporary help.

Procurement of Goods

Purchasing will issue purchase orders as necessary for acquisition of goods and services after receipt of an approved department request. The purchase order may be e-mailed, mailed, faxed or conveyed through telephonic transfer. In the event any provision of the order cannot be met. The vendor maintains exclusive responsibility of advising the appropriate campus or facility buyer.

NOTE: Purchases made in SJVC's name without an authorized purchase order will not be honored by the college.

Bid Thresholds

Acquisitions less than \$5,000 do not require competition unless the college determines that competition is necessary to develop sources, validate prices or for other sound business reasons.

Acquisitions of \$5,000 or greater are formally bid and awarded to the lowest responsible bidder, which meets bid criteria specifications, except in cases when it has been determined that only one source or one brand or trade name will properly meet the college's needs.

Procurement of capital goods or services in excess of \$5,000 is conducted through a bidding process in accordance with SJVC's Capital Asset bid process.

Request for Quote (RFQ) and Request for Proposal (RFP) are formal date driven solicitation methods for the acquisition of criteria specific goods and services. Bids received after the closing date and time will be rejected.

Procurement will advertise formal solicitations for goods or services greater than \$5,000 in SJVC's Portal RFQ / RFP Register and furnish bid specification documents upon written request from interested bidders.

Sealed bid responses will be opened and read at the date and time as indicated in the RFQ or RFP. After the bid opening, Procurement will begin the evaluation process to determine the lowest responsive and responsible bidder in accordance with the evaluation criteria listed in the bid or proposal.

Vendor Billing – Invoices and Credits

Vendors should forward all invoices to SJVC's Accounts Payable Office, located at 5607 Avenida De Los Robles, Visalia, Ca. 93291. All invoices must reference a valid SJVC purchase order or contact person in order to prevent delays in processing payments. Accounts Payable may be contacted by phone at 559-734-9000 or by email at: ap@sjvc.edu

Deliveries

Deliveries may be made to any SJVC, Shipping and Receiving department listed below, during normal 8-5 business hours. All deliveries must reference a valid SJVC purchase order number on the shipping label or packing slip.

Parking

Parking regulations are enforced in **all** campus parking lots, including 30 minute zones (green curbs), on Monday through Thursday from 7:00 AM to 10:00 PM and Friday from 7:00 AM to 5:00 PM.

Parking regulations are enforced **24 hours daily** for red curb/fire lanes, 15-minute time zones, state and service / maintenance stalls, disabled stalls, loading zones white and yellow curb.

Facilities Contact Information

<p>052 SJVC - Mission Oaks - Operations Ralph Ortiz 5607 Avenida De Los Robles Ralpho@sjvc.edu Visalia, Ca. 93291 Ph: 559-734-9000 Fax: 559-750-4102</p>	<p>008 SJVC - Rancho Cordova Rob Vosper 11050 Olson Dr. Suite 210 Robert.Vosper@sjvc.edu Rancho Cordova, Ca. 95670 Ph: 916-638-7582 Fax: 916-638-7553 Ca. EPA # CAL 000348205</p>
<p>050 SJVC Caldwell - Academic Affairs Desserie Barnes 3828 W. Caldwell Ave Desserie.Barnes@sjvc.edu Visalia, Ca. 93277 Ph: 559-734-9000 Fax: 559-750-4102</p>	<p>009 SJVC - Hanford Don Wright 215 W. 7th Street Don.Wright@sjvc.edu Hanford, Ca. 93230 Ph: 559-584-8840 Diane Jepson Fax: 559-584-4974 DianeJ@sjvc.edu</p>
<p>001 SJVC - Visalia Campus Randi Ortiz Facilities W/H Randi.Ortiz@sjvc.edu 8233 W. Hillsdale Ct. # 2 Visalia, Ca. 93291 Ph: 559-651-9972 PH: 559-302-1825 Fax: 559-420-0393 Ca EPA # CAL000348210</p>	<p>010 SJVC - Hesperia Mike Shuster 9331 Mariposa Rd. Mike.Shuster@sjvc.edu Hesperia, Ca. 92344 Ph: 760-948-1947 Fax: 760-948-1704 Ca. EPA # CAL 000348201</p>
<p>002 SJVC - Bakersfield Dave Kirk 201 New Stein Rd. DaveK@sjvc.edu Bakersfield, Ca. 93309 Ph: 661-834-0126 Fax: 661-834-8300 Ca EPA # CAL 000348197</p>	<p>011 SJVC - Temecula James Duffin 27270 Madison Ave Suite 103 James.duffin@sjvc.edu Temecula, Ca. 92590 Ph. 951-265-1595 Fax: 951-296-9308 Ca. EPA # CAL000375279</p>
<p>003 SJVC - Fresno-Main Patricia Bavery 295 E. Sierra Ave. Patricia.Bavery@sjvc.edu Fresno, Ca. 93710 Ph: 559-448-8282 Fax: 559-448-8280 Ca. EPA # CAL 000348199</p>	<p>012 SJVC - Lancaster Cheri Johnson or Tammy Latu 42135 10th St. West Suite 147 Cheri.Johnson@sjvc.edu Lancaster, Ca, 93534 Tammy.Latu@sjvc.edu Ph. 559-734-9000 Fax: 559-750-4102 Ca. EPA # CAL000386395</p>
<p>004 SJVC - Fresno Aviation Ralph Ortiz 4985 E. Andersen Ave. Ralpho@sjvc.edu Fresno, Ca. 93727 Ph: 559-453-0123 Fax: 559-453-0133 Ca. EPA # CAL 000295333</p>	<p>013 SJVC - Chula Vista Danya Sanchez Gateway II Danya.Sanchez@sjvc.edu 333 H. Street Suite 1065 PH: 619-426-7582 PH: 559-734-9000</p>
<p>005 SJVC - Ontario Chuck Steinmetz 4580 Ontario Mills Parkway Chuck.Steinmetz@sjvc.edu Ontario, Ca. 91764 Ph: 909-948-7582 Fax: 909-291-8165 Ca. EPA # CAL 000348203</p>	<p>014 SJVC - Madera LeeAnn Zeno 2185 W. Cleveland Ave. Suite J Lee.Zeno@sjvc.edu Madera, Ca. 93637 Ph: 559-302-2155 Fax:</p>
<p>006 SJVC - Online Distribution Randi Ortiz 8233 W. Hillsdale Ct. # 2 Randi.Ortiz@sjvc.edu Visalia, Ca. 93291 Ph: 559-734-9000 Fax: 559-0420-0393</p>	<p>015 SJVC-Delano Ralph Ortiz 1940 Cecil Ave. Ralpho@sjvc.edu Delano, Ca. 93215</p>
<p>007 SJVC - Salida John Miller 5380 Pirrone Rd John.Miller@sjvc.edu Salida, Ca. 95368 Ph: 209-543-8800 Fax: 209-543-8320 Ca. EPA # CAL 000348207</p>	<p>081 SJVC - Corona Call Center Dorthy McCarter 1325 Corona Point Dorthy.McCarter@sjvc.edu Corona, Ca. 92879 PH: 951-893-6400 PH: 559-302-1825 Fax: 559-420-0393</p>

Vendor Insurance Coverage

As part of SJVC's vendor compliance program, all vendors must provide evidence of Insurance with additional insured's policy endorsement as stated below prior to performing any services relating to: Janitorial Facilities Cleaning, Repairs and Maintenance, or New Equipment Installation. Insurance Certificates can be e-mailed to: SJVCPurchasing@sjvc.edu

General Liability: Comprehensive or commercial form minimum limits each Occurrence **\$1,000,000**, General Aggregate **\$2,000,000**.

Employer Liability: \$1,000,000.

Business Automobile Liability: Minimum limits for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence.

Workers' Compensation: As required under California State Law.

Contractors, Service Providers or Vendors, - **(CSPV)** shall furnish the college with an underwriter's endorsement with a certificate of insurance stating that there is insurance presently in effect for the **(CSPV)** which meets the minimum requirement contained herein.

The certificate of insurance shall provide:

That the insurer will not cancel the insured's coverage without thirty (30) days prior notice to the College and further states that: The acceptability of Insurers rating shall be AM Best - AVII or equivalent unless otherwise agreed to by the College.

SJVC, its employees, officers, and agents of each, are included as additional insured's, but only insofar as the operations under this contract are concerned;

SJVC's employees, officers, and agents, will not be responsible for any premiums or assessments on the policy.

(CSPV) agrees that the bodily injury liability insurance herein provided shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract. The **(CSPV)** agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year.

New certificates of insurance are subject to the approval of the College. **(CSPV)** further agrees that no work or services shall be performed prior to the giving of such approval. In the event contractor, service provider or vendor fails to keep in effect at all times insurance coverage as herein provided, the College may terminate its contract for services upon the occurrence of such event.

