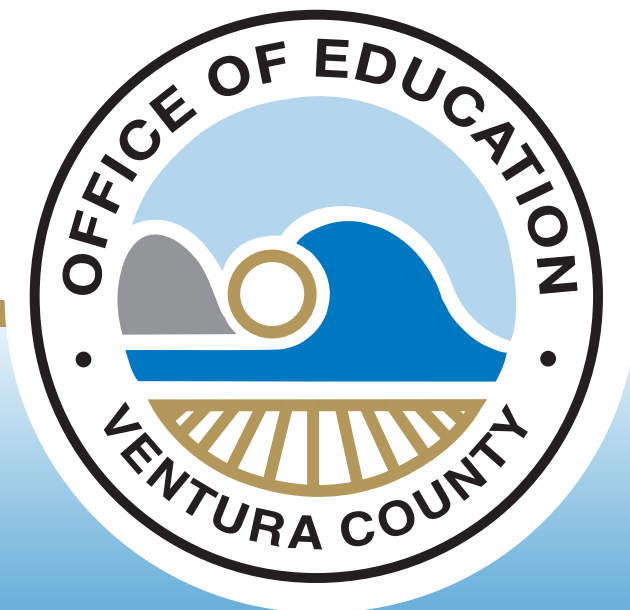


VENDOR GUIDE



“Commitment to Quality Education for All”

Ventura County Office of Education
Procurement Services

Administrative Services Center
5189 Verdugo Way
Camarillo CA 93012
(805) 383-1951
FAX: (805) 383-1944
<http://www.vcoe.org>

WELCOME TO THE PURCHASING SERVICES

We appreciate your interest in supplying materials and services to the Ventura County Office of Education (VCOE). The purpose of this brief overview is to assist you with your business experience with VCOE. This guide was developed to provide a brief overview of our purchasing policies and procedures. Should you need additional information, please call us at (805) 383-1932 or 383-1951.



How is Public Purchasing Different from Private Purchasing?

The public procurement process and the people involved are subject to complete public accountability with respect to the expenditure of taxpayer's money. Public purchasing must guarantee fair and open competition with equal opportunities for every supplier. A unique characteristic of public purchasing is the underlying principle that prices are not as critical as fairness and impartiality in obtaining them.



The Ventura County Office of Education (VCOE) provides essential fiscal and administrative services to twenty-one local school districts throughout the County including a broad array of professional development opportunities for educational staff. The VCOE also provides direct services to students countywide, which include teaching over 8,000 students each year in specialized programs such as severely handicapped special education, regional occupational program, incarcerated youth, and expelled and at-risk youth.

- Saving School Districts Money
- Helping Districts Do A Better Job
- Providing Countywide Programs for Children
- Support Compliance With State and Federal Mandates

WHO WE SERVE...

School Districts in Ventura County

Unified Districts	7
Elementary Districts	12
High School Districts	2

TOTAL 21

Public Schools in Ventura County

Elementary	131
Intermediate	28
High School	22
Alternative/Continuation	18
Adult Education	7
Court/Community	2
Special Education	5
Regional Occupational Program	1
Charter Schools	4

TOTAL 218

VENTURA COUNTY OFFICE OF EDUCATION...

Employees	600
School Sites*	8

*VCOE operates ROP, Court and Community, and Special Education classes throughout Ventura County. Other facilities include the Administrative Services Center, Educational Services Center, Hearing Conservation, and Maintenance Facility.

**FISCAL YEAR EXPENDITURES FOR BOOKS, SUPPLIES,
SERVICES, AND CAPITAL OUTLAY.....\$35,000,000.00**

**COUNTY OFFICE OF EDUCATION TOTAL ANNUAL
EXPENDITURES.....\$150,000,000.00**

PURCHASING DEPARTMENT

The Purchasing Department, under the Purchasing Manager, handles all procurement activities for the Ventura County Office of Education (VCOE). Purchasing staff are responsible for procuring supplies and services, which support the operation and maintenance for the VCOE. Our goal is to provide value added customer service by acquiring goods and services at the best overall cost and value. The following methods are utilized to acquire materials and services:

- Informal Quotations (Telephone Inquiries)
- Formal Quotations
- Formal Advertised Bids

Common Commodities & Services Include...

- Supplies, i.e., instructional, custodial, office, computer equipment, office and classroom equipment, audio visual equipment, grounds, maintenance, industrial arts, first aid, and special education equipment.
- Service Contracts, i.e., equipment maintenance, pest control, janitorial services, landscaping and grounds maintenance services.
- Consultant services, i.e., inspection, architectural, engineering, and soil testing.
- Public Works Contracts, i.e., roofing, painting, HVAC replacements, renovations, and new construction.

Outsourced Services Include...

- Janitorial Services
- Student Transportation Services
- Office Equipment Maintenance Services
- Roof Maintenance
- Landscape Services
- Miscellaneous Facility Maintenance, i.e., plumbing, electrical, locksmith, etc.

Annual Public Work Projects May Include...

- Facility Painting
- HVAC Replacement
- Asphalt/Concrete Repairs & Slurry Seal
- Roof Replacement
- Renovations and/or New Construction

Public Works, Facility & Maintenance Projects:

Poul Hanson, Facilities Director

PoHanson@vcoe.org

PROCUREMENT SERVICES:

Purchasing Staff

Fax: (805) 383-1944

General Inquiries:

Desiree Widick, Purchasing Assistant (805) 383-1951
dwidick@vcoe.org

Supply Quotes & Bids:

Laura Cox-Bryan, Purchasing Technician (805) 383-1932
lbryan@vcoe.org

Contracted Services & Bids, Fixed Assets Mgmt & Surplus Disposal, E-Rate

Debi Gill Purchasing Manager (805) 383-1950
dgill@vcoe.org

Bids are listed on the Ventura County Office of Education website: www.vcoe.org
Click on Business Services, Internal Business Services, Procurement, then Forms,
Documents, & Bids

Formal Bids

Public Contract Code (PCC) Section 20111 specifies the dollar limits at which a school district must secure advertised bids. As of January 1, 2007, bids must be obtained for materials, equipment, or services involving an expenditure of more than \$69,000.00 (adjusted annually for inflation). All public works and construction projects in excess of \$15,000.00 are also required to be formally bid. The intent of the law is to ensure competitive bids to obtain goods or services consistent with quality desired as well as the maximum value for each public dollar expended.

Formal bids are those that are obtained by written solicitation (bid packet) and advertised in a local newspaper once a week for two consecutive weeks.

Buyer-Seller Relations

Office hours are from 8:00 A.M. to 5:00 P.M., Monday through Friday. Because the VCOE operates a central purchasing department, direct soliciting at our schools and offices are discouraged. Suppliers and/or contractors are encouraged to call the purchasing office at (805) 383-1932 to schedule an appointment to meet with procurement staff. Please note that routine "courtesy" visits are not recommended.

NOTE:

- Many products purchased for the VCOE have been standardized.
- The VCOE's preference is with LOCAL suppliers.
- VCOE competitively purchases a variety of materials, supplies, equipment, and services through a central purchasing system.

Procurement Methods

The VCOE procures supplies and services utilizing the following: purchase orders, contracts, agreements, blanket purchase orders, and leases. Depending on the County Office's requirements, a purchase order or specific contractual document will be issued for all supplies or services. Suppliers should protect themselves by requesting written confirmation for all orders or contract awards. Exceptions are made for those suppliers who cannot accept a purchase order, and require a prepayment with a check or credit card.

All procurements made by the VCOE require a purchase order or contract document number. With the sole exception of construction or professional service contracts, these are issued by the Procurement staff only. Referencing the purchase order or contract number is essential when conducting business with the VCOE, and must be included on all invoices, packing and shipping documents.

A purchase order is vital to doing business with the VCOE. It is your guarantee that you will be paid for materials or services. Should an employee call you to place an order with a purchase order number, you are cautioned to request a purchase order number and to obtain the name, phone number and department of the individual. Proceeding without a purchase order may result in the VCOE returning your invoice.

Note: Please be aware that many procurements are the result of competitive solicitations, and that the supplier presentations will not guarantee an order. It is the VCOE's desire to pursue the "best" competitive pricing and terms. Such factors as delivery schedule, quality, compatibility, references, experience, response, warranty, resources, etc. contribute to a decision to award a contract to the "lowest responsive and responsible supplier."

Delivery

Suppliers should follow shipping instructions appearing on the Purchase Order. Delivery dates are specified on most purchase orders. Failure to comply with specified date may cause the order to be canceled.

Billing and Payments

Payment is made to the supplier once the VCOE Accounts Payable staff has received the invoice along with delivery confirmation in the form of a packing slip, receiver, etc. The VCOE requires invoices in duplicate for each Purchase Order. The invoice should include the purchase order number, quantity, product or service description, unit price, extended price, discounts, freight fees (if applicable), and sales tax. Invoices should be mailed to the VCOE, Accounts Payable, 5189 Verdugo Way, Camarillo, CA 93012. Forwarding invoices to any other department will delay payment. Billing and/or payment inquiries should be made to the VCOE Accounts Payable division by calling (805) 383-1937.

Insurance

The VCOE requires a Certificate of Insurance including an endorsement naming the VCOE as additional insured for all repairs, installations, service contracts, and public works, construction, or consultant projects performed on VCOE property or facilities.

Prevailing Wages

All Contractors doing work for the VCOE shall comply with the applicable provisions of the California Labor Code 1771:

Except for public works projects of \$1000.00 or less, not less than the general prevailing rate of per diem wages for work of a similar character in locality in which the public work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed shall be paid to all workers employed on public works. All Contractors will be required to provide the District with proof of a current Contractor's license and insurance before a Purchase Order will be issued allowing work to commence.

Vendor Registration

The purchasing department maintains a supplier/contractor database. You may contact the purchasing office to add your company name to this list. Supplier introduction including a contact name, address, E-mail address, phone and fax number along with commodities or services offered can be submitted by fax to (805) 383-1944 or sent electronically to: dgill@vcoe.org, lbryan@vcoe.org or dwidick@vcoe.org

Gifts and Gratuities

The Ventura County Office of Education recognizes the responsibility of all of its employees to maintain good relations with all its suppliers and believes this can be accomplished in a professional manner without gifts or gratuities interfering with and/or influencing employees. The VCOE maintains a policy expressly prohibiting the acceptance of gifts or gratuities from any existing or prospective supplier and/or their representatives. Supplier compliance with this policy is appreciated.

The Ventura County Office of Education looks forward to doing business with you, and is very interested in your opinions and concerns about the County Office's purchasing process. As a potential or existing supplier, your feedback is valued. Please feel free to E-mail or call with your comments or questions. It is our desire to develop a good working relationship with your company that includes respect, fairness, professional courtesy and competence, and good business ethics. We hope this guide has served to provide a better understanding of our purchasing program and policies.

Purchasing Code of Ethics:

- To regard public service as a sacred trust, giving primary consideration to the interest of the VCOE
- To purchase without prejudice, seeking to obtain the maximum value for each dollar expended
- To avoid unfair practices, giving all qualified suppliers equal opportunity
- To honor our obligations and require that obligations to the VCOE be honored
- To accord supplier representatives courteous treatment, remembering that these individuals are valued sources for information and assistance to the VCOE
- To refuse to accept any form of bribery or the appearance of doing so
- To promote a spirit of teamwork and unity
- To conduct ourselves with fairness and dignity as well as expecting honesty and truth in the procurement process
- To continue to improve our knowledge with purchasing methods and materials
- To cooperate with organizational and individual activities designed to enhance the development of the purchasing profession, remembering that our actions reflect on the entire organization and purchasing profession.

The involvement of local business within our community
results in a stronger local economy.

