



**SACRAMENTO  
STATE**

**Guide For Vendors and Contractors**  
**How to Do Business with**  
**California State University, Sacramento**

**Procurement & Contract Services**  
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<http://www.csus.edu/proc>

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# Introduction

## About California State University, Sacramento

California State University, Sacramento (the University) is located in the capital of the nation's most populous and diverse state. Reflecting the metropolitan character of the area, California State University, Sacramento is a richly diverse community. The University was established in 1947 and has grown into a metropolitan institution that supports higher education and academic excellence for over 28,000 students. California State University, Sacramento is dedicated to advancing the many social, economic, political, and scientific issues affecting the region and the state.

At California State University, Sacramento, we are constantly striving to create a sense of unity among faculty, staff, administrators, students, alumni, and community members. In pursuing the combined elements of our mission, we seek to foster a sense of pride in all who view this campus as their own – pride in the University as the institution of choice among our current students; pride among our alumni in the ongoing impact of the University education upon their lives; pride among faculty, staff, and administration in their University's achievement of excellence in teaching, learning, and scholarship; and pride in California State University, Sacramento as an asset to the community among residents of the Greater Sacramento region.

## About the Procurement & Contract Services Department

California State University, Sacramento is one of twenty-three campuses which are collectively administered by The Trustees of the California State University (CSU), located in Long Beach, California.

The purpose of the Procurement and Contract Services Department is to provide the campus community the highest quality of goods and services in the most cost efficient and effective manner. The Department is responsible for executing the procurement functions and responsibilities in accordance with the delegation authority passed down by the Trustees of the CSU. The Department develops, coordinates, and implements campus-wide policies, procedures, and standards for all Procurement and Contract activities. The activities include but are not limited to personal property, services, and public works.

The Procurement and Contract Services Department is dedicated to conserving public funds and conducting its procurement process in a fair, open, and competitive format. The Department is always seeking to cultivate and maintain purposeful vendor relations. Vendors are welcome to actively engage the campus for business opportunities.

Vendors are encouraged to make appointments with Buyers. We are open for business from 8:00 am – 12:00 pm and 1:00 pm - 5:00 pm, Monday through Friday, with the exception of legal and University holidays. The Procurement and Contract Services Department is located at:

**California State University, Sacramento**  
Mail: 6000 J Street, Sacramento, CA 95819-6008  
Location: River Front Center, Room 215  
Phone: 916-278-7322, Fax: 916-278-5796  
Email: Website: <http://www.csus.edu/proc>

## Procurement Mission Objectives and Responsibilities

The mission of the Procurement and Contract Services Department is to provide the campus community with cost efficient services with the resource level provided. The staff attempts to provide these services in a timely and courteous manner at all times. To accomplish this, policies and procedures have been established which will provide for a smooth flow of incoming requests through the procurement cycle for delivery of supplies and services.

The department buys goods and services based on buyer commodity assignments. The goal is to acquire (buy, lease, rent or lease-purchase) tangible goods requested by campus departments. Each Buyer seeks to accomplish this requirement with the guidelines established by policy. Contract awards are based on best value with consideration given to need, lowest economical cost consistent with quality and time, and the best interest of the University.

The Procurement and Contract Services Department responsibilities:

- Provide excellent support, service and communication for both internal and external customers.
- Create an environment that allows for full and open competition consistent with University policy and procedures. Assist in the development of specifications for solicitations of both formal and informal requirements.
- Determine appropriate procurement methodology for campus requirements.
- Endeavor to reduce the costs of the purchasing operation by working with the campus administration, faculty, staff and vendors
- Seek to implement new tools and ideas for creative procurement solutions.
- Provide an open door atmosphere where internal and external customers can obtain training and cooperation for campus requirements.
- Maintain suitable sources of supply by facilitating vendor outreach for campus requirements.
- Support Small Business and Disabled Business Veteran Enterprise (DVBE) participation programs.

## Vendor Registration/Bid Opportunities

### University Procurement & Contract Services

Buyers at California State University, Sacramento utilize BidsOnline™, a fully automated web-based vendor registration and bid management system. This online bidding system affords vendors a tool to register and compete for business opportunities by utilizing a web based format. Some of the key features and benefits of BidsOnline™ include the ability to:

- Maintain your own profile as a new or existing vendor.
- Receive automatic email notifications for selected bid opportunities based on product and service categories.
- Search for all types of requests, addendums, bid results and awards at any time.
- Download bid documents when available.
- Receive automatic addendum notification as a bid participant.

To register and access bid opportunities, vendors must visit our website at: <http://www.csus.edu/proc> and register themselves on BidsOnline™. For detailed instructions on how to use this system, see *Appendix A*.

### Doing Business with other California State University Procurement Offices

Once you have registered on BidsOnline™ with California State University, Sacramento, the system will update into a database accessed by most CSU Procurement Offices. Not all CSU's use BidsOnline™ for posting bid opportunities. To contact the procurement offices for other CSUs directly, see pages 42 - 45.

### State of California, Department of General Services (DGS), Procurement Division "How To Do Business with the State"

The California State Contracts Register (CSCR) is your one-stop information source for state contracting opportunities. The CSCR connects business to government, providing an easy-to-use, on-line publication which lists goods, services, construction and IT goods and services. The CSCR can be viewed at <http://www.cscr.dgs.ca.gov/cscr/>. Vendors can obtain more information from the DGS Procurement Division Vendor Guide at <http://www.pd.dgs.ca.gov/sell2state/>.

#### California DGS Procurement Division

707 Third Street, 2nd Floor, West Sacramento, CA 95605

Phone: 800-559-5529, Fax: 916-375-4613

Website: <http://www.pd.dgs.ca.gov/>

## Navigating Through the System

### Making Contact

If you need assistance registering on our bid list, completing the required vendor forms, or need a copy of our Vendor Guide, contact the Procurement and Contract Services Front Desk at 916-278-7322 or visit our website at <http://www.csus.edu/proc>.

### Small Business/Disabled Veteran Business Enterprise (DVBE) Advocate Information

If your company is a registered Small Business, DVBE, and/or a prime vendor or contractor interested in doing business with the University, you are encouraged to contact the Small Business/DVBE Advocate. Each CSU and state agency has a designated Small Business Advocate. For more information about these programs, see *Small Business Program* on pages 18-19 and/or *DVBE Program* on pages 15-17. The California State University, Sacramento Small Business & DVBE Advocate is:

**Dale M. Clack**  
**Small Business/DVBE Advocate**  
916-278-7405, [clackd@csus.edu](mailto:clackd@csus.edu)

Advocate contact information for all CSUs are listed on pages 41-44.

### Vendor Strategies

California State University, Sacramento acquisitions for products and services are delivered by purchase order, service order, agreement, and contract or procurement card. Vendors should *not* accept requests for products and/or services from University employees without utilizing one of the above mentioned methodologies. Vendors are encouraged to familiarize themselves with Procurement and Contract Services Buyers by utilizing the following strategies:

- Register online @ <http://www.csus.edu/proc> for opportunities
- Review the “Whom To Contact” document on our website to determine the appropriate Buyer.
- Notify Buyers of your business status i.e., Small Business and/or DVBE
- Participate in our annual Vendor Faire
- Keep Buyers supplied with your latest catalogs and current prices.
- Keep Buyers informed of back-order situations, plant closures, impending shortages or strikes.
- Keep Buyers informed of any address and phone number changes.
- Maintain responsive and timely customer support.
- Deliver quality products and services to the campus community.
- Insure that all shipments are clearly marked with a purchase order number on each package--failure to do so will slow your payment opportunity.
- Include the purchase order number on all invoices and correspondence.
- Call the Purchasing Office for appointments.

## **Marketing**

At California State University, Sacramento, we recognize that marketing to the government can seem like a complicated endless maze. Our goal is to remove barriers and create an environment that provides vendors a path to navigate through our system. Marketing to state government requires good marketing strategies and recognizing your target points. The road to winning contracts involves understanding the structure of our University and is an important place to start. Procurement activity for the campus is processed through the Procurement and Contract Services Department. Campus departments do not have the authority to commit University funds or to directly procure tangible goods or services without a purchase order, unless they are utilizing their procurement card for ordering tangible goods.

## **Buyers Assignment “Whom To Contact”**

Vendors should refer to the University Procurement and Contract Services Department Buyer *Assignment “Whom To Contact”* at [www.csus.edu/proc](http://www.csus.edu/proc) for the names, phone numbers and a list of commodities, services and contracts handled by each of the Buyers. Vendors should feel free to contact the appropriate Buyer before visiting the campus to discuss their area of sales.

## **Campus Visits**

In some cases a vendor may want to visit a campus department for marketing purposes. Vendors should avoid visiting campus departments unannounced. In addition, vendors should be aware that departments have minimal purchasing authority, confined strictly to the University procurement card. All other purchase commitments are handled by the Purchasing and Contract Services Department, which has the sole authority to sign contracts for the University. If a situation arises where a vendor needs to clarify whether a campus requestor has the authority to place an order, they should contact the Procurement and Contract Services Department at 916-278-7322 for assistance. See *pages 46 - 47* for directions and campus maps.

## **News and Updates**

Should the Procurement and Contract Services Department have a need to release global information to vendors, we will utilize our website or send out a notice via BidsOnline™. The notice via e-mail would only be delivered to our vendors registered with BidsOnline™.

## **Authority and Delegation**

California State University, Sacramento is administered by the Trustees of the CSU. The Trustees are responsible for chief administration of the campuses. Their delegation is passed to the Presidents of each University to administer affairs at the individual campus. In turn, each President delegates authority and responsibility to University Administrators. Procurement and Contract Services has the sole delegation to enter into contracts for purchases, services, legal agreements and all vendor agreements.

### **Authority to Commit State Funds**

Authority to sign purchase orders, contracts, interagency agreements, and to certify contractual documents is limited to California State University, Sacramento Procurement Officers and Administrators who have been duly authorized in writing by the campus President and whose names and position titles are on file at the CSU (Long Beach, California).

California State University, Sacramento staff, and faculty other than the above are not authorized to commit University funds.

### **Definition of Committing State Funds**

The following actions constitute committing funds:

Authorizing a vendor to provide a service or ship an item without an approved contract, purchase order or procurement card.

Signing any contractual agreement naming California State University, Sacramento, its employees, officers or agents as party to an agreement. This includes, but is not limited to, license agreements, facility rental contracts, Memorandums of Understanding, maintenance agreements and order forms.

Picking up merchandise without an approved contract, purchase order, service order or procurement card.

# Bid Information

## University Competitive Bid Policy

California State University, Sacramento Procurement policy is driven by the CSU Policy Manual. The University is committed to a policy of promoting fair and open competition for the acquisition of goods and services to meet its needs. In implementing its policies and procedures for the preparation and administration of purchase orders and contracts, the University strives to achieve through public advertising, notification, and outreach, the following objectives:

1. Compliance with the intent of competitive bidding statutes as a means of protecting the public from the misuse of public funds;
2. Stimulation of competition in a manner conducive to sound fiscal practices by providing qualified bidder's fair opportunity to participate;
3. The elimination of favoritism, fraud, and corruption in the awarding of purchase orders and contracts;
4. Obtain best value for the University while complying with legislative intent.

## Types of solicitations

There are several industry-standard methods that may be used for soliciting and awarding contracts.

Some of the more common ones are:

- Invitation For Bid (IFB)
- Request For Proposal (RFP)
- Request For Quotation (RFQ)

In choosing which methodology to use, the University considers the procurement objective, including, but not limited to, the requirements of the goods or services being procured, the estimated dollar value of the resultant contract, the legislative and policy requirements and what is in the best interest of the University.

The determination for award of a contract must be in conformance with the evaluation process and methodology specified in the solicitation document. Only responsible and responsive bidders may be awarded a contract. All bids may be rejected in any case where the campus determines that the bids received are not in the best interests of the University.

Bid opportunities at the University fall into one of two categories: informal or formal.

Informal bid solicitations are generally Request For Quotations (RFQ) provided in a written or verbal format.

Formal bid solicitations are advertised on the California State Contract Register (CSCR), on our web site: <http://www.csus.edu/proc> advertised on our bid line (916) 278-7349 and posted on our bid board (public board located just outside our office). Generally formal bids utilize the following formats: Invitations For Bid (IFB) or Request For Proposal (RFP). Other types of solicitation methods include but are not limited to Request For Information (RFI) and Request For Bid (RFB).

Awards are made to vendors based on bids/proposals that meet the needs of the solicitation, are in the best interest of the University are considered best value and are most responsive. It is the intent of the University to secure goods/services at the lowest cost and the highest practical quality and affording maximum opportunity for all vendors who wish to do business with the University.

## **Bid Thresholds for Non-IT Goods/Services**

### **Acquisitions Less than \$50,000**

Competition is not required for non IT goods/services on transactions of an amount less than \$50,000 unless the campus determines that competition is necessary to develop sources, validate prices, or for other sound business reasons.

### **Acquisitions greater than \$50,000 and less than \$100,000 from Certified Small Business/DVBEs**

Acquisitions that are estimated to be greater than \$50,000 and less than \$100,000 may be awarded to a Certified Small Business, and/or DVBE as long as price quotations have been obtained from two or more small businesses.

### **Acquisitions of \$50,000 or more**

Except in cases when it has been determined that only one source will properly meet the needs of the University, all written contracts for the acquisition of non-IT goods/services in the amount of \$50,000 or more shall be formally bid and awarded to the lowest responsible bidder(s) meeting the formal bid specifications or the bidder(s) whose proposal is given the highest score by an evaluation committee.

Contract for non-IT goods/services: This is a purchase that has as its sole or main purpose the buying of tangible items such as equipment, parts, supplies, or other merchandise. If any services are to be provided as well, the dollar value associated with the purchase of the goods must be greater than the dollar value of the services that will be provided. Service means any work performed by an independent contractor wherein the service rendered does not consist primarily of the acquisition of goods. This classification of contracts does not include contracts for the acquisition of information technology services, public works project agreements, or professional service agreements in connection with a public works project. These classifications of contracts do not include contracts for the acquisition of Information Technology (IT) goods and services.

## **Bid Thresholds for IT Goods/Services**

Except in cases when it has been determined that only one source will properly meet the needs of the University, the following bid thresholds shall apply:

### **Acquisitions less than \$50,000 from Certified Small Business**

Acquisitions that are estimated to be less than \$50,000 may be awarded to a Certified Small Business without competition. However, whenever there is reason to believe a price quote from a single source is not fair and reasonable the campus shall obtain at least two price quotations from responsible suppliers.

### **Acquisitions equal or greater than \$50,000 and less than \$100,000 from Certified Small Business/DVBE**

Acquisitions that are estimated to be equal or greater than \$50,000 and less than \$100,000 may be awarded to a Certified Small Business and/or DVBE as long as price quotations have been obtained from two or more small businesses and/or DVBE vendors.

### **Acquisitions equal to or greater than \$50,000, and \$250,000 or less**

Acquisition of IT requirements that are estimated to be equal to or greater than \$50,000, and \$250,000 or less may be the result of an informal bid process. These processes may be in the form of written or verbal quotes from vendors.

### **Acquisitions greater than \$250,000**

Acquisitions of IT requirements estimated to result in contracts greater than \$250,000 shall be awarded as the result of a formal solicitation process.

Information Technology (IT) Goods and Services Contract: This classification of contracts includes acquisition of goods and/or services for all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, telecommunications which include voice, video, and data communications, requisite system controls, simulation, electronic commerce, and all related interactions between people and machines.

### **Product or Service as Unique or Proprietary Single or Sole Source**

The requirement for competitive bidding of products and services in excess of \$50,000 shall not apply when the Director of Procurement determines that a product or service is unique or proprietary, single or sole source which is defined as:

*A product or service, the characteristics and functions of which are such that only a single product or service will properly satisfy the University's needs and all other products or services, will be unacceptable for such needs.*

## **Public Works**

Public Works projects are defined as the erection, construction, alteration, painting, repair or improvement of any state structure, building, road, or other state improvement of any kind.

Public works contracts estimated below the value of \$5,000 or under, need not be bid.

## **Minor –Cap Projects**

Projects where the estimated cost has a value of less than \$400,000.00

## **Major-Cap Projects**

Projects where the estimated cost has a value greater than \$400,000.00

Contractors must be pre-qualified to participate in public works contracts where the value is greater than \$400,000.00 and discretionary for contracts below that estimated amount.

## **Job Order Contracting (J.O.C)**

Annual awards of contract(s) that do not exceed \$3,000,000.00 for repair or other repetitive work, renovation, or modification to shall be done according to “unit prices” (price for a single unit or an item of work). The contract shall be awarded to the lowest responsible bidder and based on specifications for “typical work” (work description applicable to large number of individual projects, as distinguished from work description for a specific project). No individual project or annual contract may be performed under the J.O.C. that exceeds \$400,000.00.

## **Small Business/DVBE Option**

The University may award a project with an estimated value of greater than \$5,000 but less than the cost limit as identified in Public Contract Code Section 10105 (currently set at \$131,000.00) to a certified small business, including a micro-business, or to a DVBE as long as written bids are obtained from two or more certified small businesses and/or DVBEs.

Public Works Project information is available on our website at:  
<http://www.csus.edu/proc/PW.htm>.

## **Advertising in the California State Contracts Register (CSCR)**

It is the policy of the University to advertise in the CSCR to every extent reasonable. Contract opportunities can be found on the Contracts Register at the following website: <http://www.osmb.dgs.ca.gov/cscr/>.

## **Other Types of Procurement Vehicles**

### **CSU Master Enabling Agreements**

These agreements support the strategic sourcing efforts of two or more campuses by combining common requirements for specified goods and services, avoiding redundant bid solicitations and contracts, maximizing volume discounts, and reducing administrative costs. They may include Master Software/Site License Agreements, Master Service Agreements or Master Pricing Schedules. Each CSU Master Enabling Agreement may have specific conditions for its use, which may include: the extent for which competition requirements have or have not been satisfied, parties that may place orders against the CSU Master Enabling Agreement, and/or instructions on how to place an order.

### **Blanket Purchase Orders (BPOs)**

These are primary source agreements which are designed to supply goods or services on an ongoing basis for a designated period of time. The agreement generally establishes prices, terms, conditions, and the period covered. Quantities or minimum sales are not required. Shipment terms, if any, are specified by the University.

### **Multi-Year Contracts**

A contract for goods or services may be entered into for any period of time deemed to be in the best interests of the University provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation.

A multi-year contract is authorized where:

- (a) estimated requirements cover the period of the contract and are reasonably firm and continuing; and
- (b) such a contract will serve the best interests of the University by encouraging effective competition or otherwise promoting economies in University procurement.

## **General Services Administration - United States (GSA) Pricing Schedules**

A Multiple Award Schedule (MAS) is an agreement established between the General Services Administration (GSA) of the United States and multiple vendors for the purpose of acquiring goods and/or services under specific prices, terms and conditions. GSA agreements may be used if the GSA vendor is willing to extend the same GSA prices to the University, prices in the agreement have satisfied University's competitive bidding process, and the terms of the agreement include the terms required by California law.

## **California Multiple Award Schedule (CMAS) and State Master Agreements**

A California Multiple Award Schedule (CMAS) and State Master Agreements are agreements established between the California Department of General Services (DGS) and multiple vendors who agree to the State of California terms and conditions and may be used by the University. Acquisitions based on CMAS or State Master Agreements shall be competitively bid so as to result in offers from three or more vendors including one small business, if available.

University Buyers access the DGS Procurement Division website at <http://www.pd.dgs.ca.gov> to search for appropriate CMAS contracts. If substantial savings are realized through the use of a State contract, then it is preferable to use the State contract.

CMAS contracts are based primarily on products, services, and prices from the federal General Services Administration (GSA) multiple award schedule program.

The CMAS Contractor Application Packet consists of CMAS program information, instructions, and required application documents, Contract Terms and Conditions, and Product/Services Codes. To obtain an application, contact the CMAS Unit at:

**CMAS Representatives**  
Telephone: 916-375-4363  
Fax: 916-375-4663  
<http://www.pd.dgs.ca.gov/cmas/>

## **Exceptions**

Buyers are not required to obtain quotations or bids for contracts exempt by DGS and listed on the following web pages:

<http://www.documents.dgs.ca.gov/pd/masters/checklist.pdf> - This is a link to the Statewide Checklist document. Of the contracts listed therein only those with a "yes" in the Exempt column do not require offers from three vendors.

<http://www.pd.dgs.ca.gov/mm0219p7.htm> - The State Master Agreements listed on this web page do not require offers from three vendors.

## Small Business/DVBE Program

### DVBE Program Information

State law requires that state agencies make efforts to achieve a goal of 3% participation for disabled veteran business enterprises (DVBEs) in state contracts. Vendors are responsible for understanding the DVBE requirements and should contact the Procurement and Contract Services Department at 916-278-7322 for further clarification if needed.

***DVBE PROGRAM REQUIREMENTS ARE APPLICABLE TO ALL BIDDERS.  
When DVBE requirements are included in the bid package, bids or proposals that have not met the DVBE requirement are considered non-responsive. Non-responsive bids/proposals are ineligible for award of state contracts.***

### What is a DVBE?

*Disabled Veteran* as used herein means a veteran of the military, naval or air services of the United States with at least a 10% service-connected disability who is a resident of the State of California.

*Disabled Veteran Business Enterprise (DVBE)* as used herein, means a business concern certified by the Office of Small Disabled Services (OSDC) as meeting *all* of the following:

- The business is at least 51% owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51% of its stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation, but only if at least 51% of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least 51% of the joint venture's management and control and earnings are held by one or more disabled veterans.
- One or more disabled veterans manage and control the daily business operations. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business concern.
- A sole proprietorship, corporation, or partnership with its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm or other foreign-based business.

### Does your company meet the DVBE requirement?

There are only four (4) acceptable responses to the DVBE requirement in a Invitation for Bid (IFB) or Request for Proposal (RFP):

- **My company qualifies as a DVBE.** This means the bidder is a DVBE and committed to performing not less than 3% of the contract dollar amount with its own forces or in combination with those of other DVBEs.

- **My company does *not* qualify as a DVBE, but one or more of our subcontractors *does* qualify as a DVBE.** This means that the bidder is not a DVBE, but is committed to use DVBEs for not less than 3% of the contract dollar amount.
- **My company does *not* qualify as a DVBE, but we have a *DVBE Utilization Plan*.** State law permits bidders bidding on contracts for materials, supplies or equipment to submit a DVBE Utilization Plan that has been approved, prior to the final bid due date, by the State Department of General Services Procurement Division.
- **My company does *not* qualify as a DVBE, but we have made a *Good Faith Effort* to hire subcontractors that *do* qualify as DVBEs.** This means that *all* of the steps outlined under *Good Faith Effort* have been performed *prior* to the final bid due date. This is the least favorable format for response bids. Bids/proposals submitted with a “*Good Faith Effort*” will be scrutinized for compliance.

### What DVBE documentation is required?

- **If your company is a DVBE,** the University will require you to provide proof of certification by the State Department of General Services, Procurement Division, OSDG and complete the appropriate *DVBE schedule*.
- **If your company is using DVBE Subcontractor(s),** the University will require you to provide proof of your subcontractors certification by the OSDG and to complete the appropriate *DVBE schedule*.
- **If your company has a DVBE Utilization Plan,** the University will require you to have your plan approved by the State Department of General Services Procurement Division and complete the appropriate *DVBE schedule*.
- **If your company has made a Good Faith Effort to hire DVBE Subcontractors,** the University will require you to document your efforts and complete the appropriate *DVBE schedule*.

### DVBE Incentive Program

Senate Bill 115 (The California DVBE Program, Chapter 451, Statutes of 2005) mandates an incentive program to assist State agencies meeting their annual DVBE participation goals. Sacramento State University shall reward prime bidders for increased DVBE participation--the greater the DVBE participation, the greater the incentive. Prime bidders who meet or exceed the stated DVBE participation goal, shall receive a bidding incentive, making their bids more competitive. The more DVBE participation they receive, the higher the incentive.

A combination of preferences or preference(s) with a DVBE incentive shall not exceed 15% or \$100,000.00, whichever is less.

Bidders must be considered responsive and responsible before preferences or incentives are awarded.

When applying the preferences or incentives to awards based on low price, the bid price is reduced for evaluation purposes only.

A non-small business cannot displace a California certified small business from the top-ranked position because of application, preferences or incentive.

## **Awards based on high score vs. awards based on low price**

### **If a solicitation is to be awarded based on high score**

A bidder who meets or exceeds DVBE participation requirements specified in the solicitation shall receive proposal evaluations points.

### **If a solicitation is to be awarded based on low price**

A bidder who meets or exceeds DVBE participation requirements in the solicitation will receive a DVBE incentive percentage.

<b>DVBE Percentage of Participation</b>	<b>Incentive Percentage Based Low Price Award</b>	<b>Incentive Points Based on High Score Award</b>
< Less than 1%	0%	0
1% up to 2%	3%	3
2% up to 3%	5%	5
3%	7%	7
>3%	10%	10

Example:

- The University posts an IFB that requires a DVBE participation of 3%.
- Bidder A responds with a \$100,000 bid and 7% DVBE participation.
- Bidder B responds with a \$92,000 bid and 3% DVBE participation.
- Bidder A is granted a 10% bid incentive, wins the award, and is paid \$100,000 for the project.

### **DVBE Invitation Only Bid Solicitations**

According to Senate Bill 115, State agencies may specify any amount of DVBE participation for an individual solicitation as long as they achieve their annual 3% goal. Buyers at the University may sometimes determine, based on the type and scope of the bid solicitation, that *only* qualified DVBE companies will be invited to bid. If you are registered as a DVBE in BidsOnline™, you will automatically receive these invitations to bid. Non-DVBE companies will not receive email notifications about these bid solicitations.

## **DVBE Partnerships**

We highly recommend that vendors begin to establish relationships with DVBE companies *before* bid solicitations are posted. Bidders have a limited amount of time to respond to bid solicitations and the bidding process will be easier if DVBE relationships have already been established. Your DVBE Advocate can help by introducing you to appropriate DVBE company representatives.

## **Small and Micro-Businesses Definitions**

### **Definition of a Small Business**

- An independently owned and operated business
- Not dominant in its field of operation
- The principal office is located in California
- The officers are domiciled in California
- Together with affiliates is either:
  - A service, construction or non-manufacturing business with 100 or fewer employees, and average annual gross receipts of twelve million dollars (\$12,000,000) or less over the previous three years, or
  - A manufacturer with 100 or fewer employees.

### **Definition of Micro-Business**

A micro-business is a small business that, together with affiliates, has average annual gross receipts of \$2,750,000 or less over the previous three years or is a manufacturer. Micro-businesses shall be extended the same preferences and incentives applicable to certified small businesses.

For the purposes of this policy statement, small and micro-businesses shall be collectively referred to as “small businesses.”

### **Small Business Goal**

The University supports the spirit of the Legislature's declaration as set forth in the Small Business Procurement and Contracts Act (G.C. 14835 et seq.). It also supports those goals established by the Office of Small Business and DVBE Certification (OSDC) for the extent of participation by small businesses (including micro-businesses) in the provision of goods, information technology, services to the state, and construction of state facilities.

## Applying Small Business Preference

The small business preference must be applied when: 1). a responsible bidder that is not a CA certified small business, or 2). a non-small business claiming 25% CA certified small business subcontractor participation submits the lowest responsive bid. The following is an example of applying the small business preference to determine the successful bidder.

Supplier	Bid Amount	Bid after applying SB preference	Status of Bidder
A	\$19,870.00	\$18,921.25	Claims non-SB subcontractor preference and commits to 25% certified SB participation.
B	18,975.00	18,975.00	Does not claim to be SB and does not claim non-SB subcontractor participation.
C	19,520.00	18,571.25	Claims to be certified SB.

### Step 1:

Calculate 5% of the net bid price of the lowest responsive and responsive bid. In this example Bidder B is the lowest responsive bid.

\$18,975.00	B's net bid price
<u>X .05</u>	Preference factor
\$ 948.75	Preference value to be applied for evaluation purposes to non-SB and SB suppliers.

### Step 2:

Subtract this amount from the bid amount of Supplier A claiming non-SB subcontractor preference and Supplier C claiming certified SB.

### Note:

Applying the SB preference formula is for evaluation purposes only and does not change the actual bids offered by any suppliers.

### Step 3:

Apply the results of Step 2 as follows:

\$19,870.00	A's net bid price
<u>- 948.75</u>	Preference amount
\$18,921.25	A's adjusted amount after applying preference
\$19,520.00	C's net bid price
<u>- 948.75</u>	Preference amount
\$18,571.25	C's adjusted amount after applying preference

### Results:

\$18,571.25 is less than \$18,975.00; consequently, the award is made to the certified SB.

To provide small businesses an opportunity to receive the 5% bid preference, a *Small Business Preference Form* or equivalent advisory statement shall be included in all bid solicitations for the procurement of products and services. Evidence of certification by OSDC – usually via a copy of the OSDC approval letter – is required from the bidder in order for a bid preference to be granted. For additional information on how to become a certified small business, visit [www.osmb.dgs.ca.gov/smbus/certappinst](http://www.osmb.dgs.ca.gov/smbus/certappinst) or contact the OSDC at 916-322-5060.

### **Special Conditions**

The State is required to aid, counsel, assist, and protect, to the maximum extent possible, the interests of small business concerns in order to preserve free competitive enterprise and ensure that a fair proportion of the total purchases and contracts or subcontracts for property and services for the State be placed with such enterprises.

To provide small businesses an opportunity to request preference, the Small Business Preference Form or an equivalent advisory statement shall be included in all bid solicitations for the procurement of goods and for service agreements. Evidence of certification by OSDC is required from bidder in order for a bid preference to be granted. All certified small businesses may elect to apply a 5% percent bidder's preference that shall not exceed \$50,000.00 in accordance with G.C. 14835 et seq.

### **Target Area Preference Act (TACPA)**

In accordance with Government Code Section 4530 et seq., preference must be granted to California-based companies submitting bids or proposals to the State for goods to be produced or services performed at worksites in distressed (as defined) areas by persons with a high risk of unemployment when the contract is for goods or services in excess of \$100,000. The 5% preference is applicable only to contracts awarded on the basis of lowest responsible bidder meeting specifications.

### **Enterprise Zone Act (EZA)**

Business may be granted preferences when bidding on state contracts of \$100,000 or more for goods and services (excludes construction contracts) if the business site is located within one of 34 "Enterprise Zones" located throughout California, as designated by the California State Trade and Commerce Agency. Enterprise Zones are designated to encourage job-producing business development in designated sections of cities or counties. A 5% preference is applicable only to contracts awarded on the basis of lowest responsible bidder meeting specifications.

The University supports the spirit of the Legislature's declaration as set forth in the Small Business Procurement and Contracts Act. It is the policy of the CSU (consistent with state law), to optimize opportunities for business contracting with small business enterprises in the areas of purchasing, construction and design, and other professional services. It is the goal of the program to reach out to the small business community and give responsive and responsible suppliers a fair and equal opportunity to compete for campus business.

## Program descriptions

The table below provides an overview of each preference program:

Preference program	Program description
<p>Target Area Contract Preference Act (TACPA)  <a href="#">Click here to access the TACPA preference request (STD.830).</a>  <a href="#">Click here to obtain information on Census Track and Block Group Number.</a></p>	<ul style="list-style-type: none"> <li>• Pursuant to GC section 4530 et. seq.</li> <li>• Encourages and facilitates job maintenance and job development in distressed and declining areas found in California cities and towns.</li> </ul>
<p>Enterprise Zone Act (EZA)  <a href="#">Click here to access the EZA preference request (STD.831).</a>  <a href="#">Click here to access the Technology, Trade, and Commerce Agency's Business and Community Resources.</a></p>	<ul style="list-style-type: none"> <li>• Pursuant to GC section 7070 et. seq.</li> <li>• Targets economically distressed areas throughout California.</li> <li>• Provides tax incentives to businesses and allows private sector market forces to revive the local economy.</li> <li>• Thirty nine (39) enterprise zones located throughout California.</li> </ul>
<p>Local Agency Military Base Recovery Area Act (LAMBRA)  <a href="#">Click here to access the LAMBRA preference request (STD.832).</a>  <a href="#">Click here to access the Technology, Trade, and Commerce Agency's Business and Community Resources.</a></p>	<ul style="list-style-type: none"> <li>• Pursuant to GC section 7118 et. seq.</li> <li>• Promotes employment and economic development at designated military bases in the state.</li> <li>• Developed to attract reinvestment and re-employ workers.</li> </ul>

## Maximum preference allowed

The maximum preference allowed individually (TACPA, EZA or LAMBRA) may not exceed \$50,000.00 for any bid. In combination with any other preferences (TACPA, EZA, LAMBRA, SB, non-SB subcontracting participation, recycled, etc), the maximum limit of the combined preferences is 15% of the bid amount and, in no case, more than \$100,000.00 per solicitation.

## Protest of Contract Award based on formal Competitive Solicitation

Complaints lodged by a bidder prior to the bidder's submittal of its formal statement of protest award may be resolved informally.

If a bidder notifies the campus in writing (within the timeframe specified by the solicitation document) that it intends to protest the award on the grounds that the intended award is not in conformance with the provisions of the solicitation document, the contract shall not be awarded until the protest has been withdrawn or a decision has been reached by the campus.

A bidder that has expressed its intent to protest the award of the contract shall be provided 10 days for submitting a full and complete written statement specifying the grounds of the protest and the facts in support thereof. Authority to protest may be limited to participating bidders.

An impartial evaluator(s) selected by the campus shall perform a review of the protest. Selection of the evaluator shall be at the discretion of the campus. The evaluator(s) shall review the merits and timeliness of the protest and submit a decision in writing within a reasonable period of time following receipt of the detailed statement of protest. The campus shall issue a decision in writing or otherwise furnish to the bidder the decision in such a manner as to ensure receipt. The decision of the campus is final.

## **Bid Awards and Protests**

### **Formal Bid Award Information**

As part of the formal bid process, sealed bids and/or proposals shall be publicly opened and read at the date and time specified. After bids are opened, they shall be made available for public inspection within a reasonable time. Public inspection shall not include the disclosure of documents designated by the University to be confidential. **Bids received after the closing date and time shall not be accepted.**

As soon as practical after the bid opening, the campus shall begin the evaluation process to determine the lowest responsive and responsible bidder in accordance with the criteria for evaluation as stated in the solicitation. Deviations from requirements which do not materially impact the cost, quantity or quality of the item or service to be provided or do not directly affect the outcome of the bid award, in the opinion of the campus, may be waived.

All bids may be rejected whenever it is determined to be in the best interests of the campus. The bid document contains provisions for resolution of protests and disputes.

### **Protests, Disputes and Complaints**

The University has the final authority to resolve protests, disputes and complaints arising from the solicitation, award or performance of a contract. Solicitation documents contain provisions for the resolution of protests and disputes. There are three types of protests, disputes, or complaints:

1. **Protest of Solicitation Requirements:** The solicitation document shall provide potential bidders with the opportunity to protest the specifications and/or requirements that the bidder feels may be unfair or unreasonable. Such protests must be submitted prior to the scheduled bid submittal deadline.

2. **Protest of Contract Award based on formal Competitive Solicitation:** Complaints lodged by a bidder prior to the bidder's submittal of its formal statement of protest award may be resolved informally. If a bidder notifies the campus in writing (within the timeframe specified by the solicitation document) that it intends to protest the award on the grounds that the intended award is not in conformance with the provisions of the solicitation document, the contract shall not be awarded until the protest has been withdrawn or a decision has been reached by the University. A bidder that has expressed its intent to protest the award of the contract shall be provided five (5) days for submitting a full and complete written statement specifying the grounds of the protest and the facts in support thereof. Authority to protest may be limited to participating bidders.
3. **Disputes Subsequent to Award:** Disputes subsequent to award may include, but not be limited to, contention over terms, pricing, payment, scope, and/or deliverables. A dispute resolution and escalation clause, describing resolution procedures and the appropriate parties to which the matter may be escalated, may be included in solicitation documents and contracts, as applicable.

### **Resolution of protests, disputes or complaints**

If, prior to the award of a contract, and in accordance with the posting of a *Notice to Award*, any bidder files a protest on the grounds that the award is not in conformance with the provisions of the solicitation document, the contract shall not be awarded until either the protest has been withdrawn or a decision has been reached by the appropriate campus authorities as to the action to be taken in response to the protest.

Any protest, dispute, or complaint lodged by a bidder, vendor or contractor shall initially be addressed by the staff member in the Procurement Department who was assigned to the transaction. Often, an issue may be resolved simply by providing a clarification of the bid document. However, once it becomes evident that a matter cannot be resolved informally by this means, it will be elevated to the Director of Procurement.

After all factors have been analyzed, a final decision shall be issued in a timely fashion by the campus. The decision shall be in writing and shall be mailed or otherwise furnished to the bidder, vendor, or contractor in such a manner as to ensure receipt. The decision of the campus is final.

### **Exclusion of Vendors or Contractors from Bidding**

A vendor or contractor may be removed or suspended from the University's list of potential bidders and be prohibited from participating in any of the campus bid process if there has been a failure, without good cause, to perform in accordance with the terms of a past contract with the University or with any other governmental entity. A vendor or contractor may also be removed or suspended if its performance with respect to a previously awarded purchase order or contract has been unsatisfactory. Such exclusion must remain in effect for at least 90 days after the unsatisfactory performance has been recorded, but shall not exceed a period of 360 calendar days in duration. A vendor or contractor excluded from bidding shall be relieved of the prohibition at any time after the 90-day minimum period upon demonstrating to the campus's satisfaction that the problems which resulted in the removal or suspension have been corrected.

## Insurance Requirements

The University is required to maintain current insurance certificates on file for each company providing business services to the campus. Vendors or organizations providing service(s) to the University must have a current certificate of insurance and **endorsement page** listing California State University, Sacramento as additionally insured on file in our office. The certificate of insurance and endorsement page must meet the requirements listed below. Services may not be performed until the insurance documents have been provided to the University Procurement and Contract Services Department.

Upon receipt of a request for insurance from the campus, vendors should pass the insurance requirements along to their broker or insurance provider.

The requirements listed below constitute the Contract Insurance requirements unless special conditions warrant a modification to the documentation due to minimal risk or elevated risk.

Throughout the life of this Contract, the vendor shall pay for and maintain in full force and effect with an insurance company(s) (Company) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A: VII" in Best Insurance Key Rating Guide, the following policies of insurance:

- 1.) COMMERCIAL GENERAL LIABILITY insurance which shall include contractual, products and completed operations coverage's, Bodily Injury and Property Damage (including Fire Legal Liability) Liability insurance with combined single limits of not less than \$1,000,000 per occurrence, and if written on an Aggregate basis, \$2,000,00 Aggregate limit (CG 0001)
- 2.) COMMERCIAL AUTOMOBILE LIABILITY insurance, endorsed for "any auto" with combined single limits of liability of not less than \$1,000,000 each occurrence. (CA 0001)
- 3.) WORKERS' COMPENSATION Insurance as required under the California Labor Code, and Employers Liability Insurance with limits not less than \$1,000,000 per accident/injury/disease. Deductibles and Self-Insured Retentions must be declared and are subject to approval by the University.

The Policy (s) shall also provide the following:

- 1.) The Commercial General Liability and Automobile Liability insurance shall be written on ISO approved occurrence form (see item 1 and 2 above) and **endorsed** to name: *The State of California, California State University, Sacramento, the California State University (CSU), their officers, Trustees, representatives, agents, employees and volunteers are additional insureds.* ISO Endorsement **CG 20 10 11 85** (or equal) is acceptable.
- 2.) For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects *The State of California, California State University, Sacramento, the California State University (CSU), their officers, Trustees, representative, agents, employees and volunteers.* Any coverage maintained by the University shall be excess of the Contractor's insurance and shall not contribute with it. Policy shall waive right of recovery against the University.

- 3.) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days' prior to written notice by certified mail, return receipt requested, has been given to the University. Further, the thirty (30) day notice shall be unrestricted, except for workers' compensation, which shall permit ten (10) days advance notice. The Insurer shall provide the University with notification of any cancellation, major change, modification or reduction in coverage.
- 4.) Regardless of these contract minimum insurance requirements, the contractor and its insurer shall agree to commit the contractor's full policy limits and these minimum requirements shall not restrict the contractor's liability or coverage limit obligations.
- 5.) Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the California Civil Code.
- 6.) The Company shall furnish the University with the Certificates and Endorsements for all required insurance, prior to the University's' execution of the Agreement and start of work.
- 7.) Proper Address for Certificates, Endorsements and Notices shall be:

California State University, Sacramento  
Attn: Procurement and Contract Services  
6000 "J" Street  
Sacramento, CA 95819-6008

- 8.) Upon notification of receipt by the University of a Notice of Cancellation, major change, modification, or reduction in coverage, the Contractor shall immediately file with CSUS a certified copy of the required new or renewal policy and certificates for such policy.

Any variation from the above contract requirements shall only be considered by and be subject to approval by the University's Risk Manager. Insurance documents may be mailed or faxed. All faxed insurance documentation should be faxed to (916) 278-5796.

If at any time during the life of the Contract or any extension, the vendor fails to maintain the required insurance in full force and effect, all work under the Contract shall be discontinued immediately and all payments due or that may become due to the vendor shall be withheld until acceptable replacement coverage notice is received by the University. Any failure to maintain the required insurance shall be sufficient cause for the University to terminate the Contract. In the event of insurance cancellation, the University reserves the right to purchase insurance or insure (or self-insure) for the above required coverages at the vendor's full expense.

If the vendor should subcontract all or any portion of the work to be performed in this contract, the vendor shall cover the subcontractor, and/or require each subcontractor to adhere to all subparagraphs of this Insurance Requirements section. Similarly, any cancellation, lapse, reduction or change of subcontractors insurance shall have the same impact as described above.

# Receiving Purchase Orders

## Supplier Obligations

Receiving a purchase order from the University carries with it the obligation to supply the ordered products and/or services at the agreed upon price, at the promised time, and without the need for Buyer intervention, renegotiation or continued expediting. Full performance of contractual obligations will render vendors a favorable evaluation and opportunities for further participation in our purchasing program. Our expectations:

- Quality customer service
- Dependable products and/or services
- Timely delivery and/or services
- Competitive prices
- No substitutions
- Good communications
- Timely resolution of claims
- Compliance with procurement, shipping and invoicing procedures

## Authorized Purchasing Transactions

Vendors may be presented with 4 different types of authorized procurement transactions: purchase orders, service orders, agreements, or contracts processed by the University Procurement and Contract Services Department. In addition to those four, procurement card orders are processed by authorized University employees throughout the campus. The following are descriptions of each of these procurement methods.

1. **Purchase Orders, Service Agreements and Contracts:** Purchase orders, service orders, agreements, and contracts are required for any purchase not eligible as a procurement card transaction. The activities supporting purchase orders, service orders, agreements, and contracts are performed by University Buyers who have the sole authority to approve purchases. University Buyers are presented with a purchase requisition from campus departments. The Buyer will take action to procure the products or services requested by campus departments after ensuring that all policies, authorizations, and procedures, including competitive solicitations, have been obtained. Vendors shall not accept purchase requisitions for fulfillment of orders. The purchase requisition must be converted by the Procurement and Contract Services Department to a purchase order, service order, agreement, or contract to establish a University obligation of funds.

2. **Procurement Card:** Vendors may be presented with a procurement request using an official campus Procurement Card. The Procurement Card is designed to be used by authorized University employees to purchase routine goods costing less than \$1,000 (including shipping, handling and tax). While full liability rests with the University for immediate payment, the cardholder whose name is imprinted on the card is responsible for all purchases. This procurement card system benefits the University and vendors through:

- Prompt payment to vendors.
- Elimination of unnecessary purchase orders and invoices.
- Distribution of low value purchase authority.

Just like any other credit card, it can be swiped at the vendor site or used to place orders by telephone and on the internet by giving the card account number to the vendor. An invoice or receipt is required from the vendor that identifies the detail of the items being purchased and shipped. The bank bills the University for the net amount of all authorized transactions processed. Each Procurement Card has a pre-set spending limit that may not be exceeded under any circumstances. Procurement Card restrictions and prohibited uses can be viewed on the campus Procurement and Contract Services website (<http://www.csus.edu/proc>). Use of the procurement card is for tangible goods. The card may not be used for payment of services to the campus.

*No personal expenses are to be charged to the procurement card at any time or for any reason whatsoever.*

## **Terms and Conditions**

Vendors are responsible for familiarity with California State University (CSU) General Provisions for Commodity and Service Acquisitions. These provisions are available at [www.calstate.edu/CSP/crl/crl.shtml#forms](http://www.calstate.edu/CSP/crl/crl.shtml#forms) or by request at the University Procurement and Contract Services Department.

## **Vendor Data Record (Form 204)**

All vendors interested in doing business with California State University, Sacramento must complete the *Vendor Data Record* (State of California Standard Form 204) available on our website at [www.csus.edu/proc/forms](http://www.csus.edu/proc/forms).

Submitting a completed 204 form is a mandatory requirement prior to doing business with any state agency. Information on this form will be used to prepare Information Returns (Form 1099) and for withholding on payments to nonresident vendors. Additionally, the address provided will be used as a default remittance address for check disbursement.

If any of the information submitted on the 204 form changes, it is the responsibility of the vendor to notify the University and to submit a new form as soon as possible. **Invoice payments will not be issued to any vendor who has not submitted a 204 form.** Even if you have submitted a 204 form to another state agency, you must still submit a 204 form to California State University, Sacramento.

## Recycled Content Certification

The University requests all vendors to certify in writing the recycled content of the products sold or offered to the campus. Certification of the amount of recycled content within each product may be either (a) a minimum percentage of post consumer material and secondary material, or (b) exact percentage of post consumer material and secondary material.

The Recycled Content Certification form is located at <http://www.csuse.edu/aba/forms.htm> and scroll down to the Procurements and Contracts section.

## Vendor Information Form (SB/DVBE/Ethnicity/Race/Gender Reporting)

The completion of this form is voluntary. Public Contract Code 10116 requires state agencies to capture information on ethnicity, race and gender of business owners on all awarded contracts. The agency is prohibited from using this data to discriminate or provide a preference in the solicitation or acceptance of bids, quotes or estimates for goods, services and/or construction, on the basis of race, color, sex, ethnic origin, or ancestry. The data you provide on this form should best describe the ownership of your business. Ownership of a business should be determined as follows:

- For a business that is an individual proprietorship, partnership, corporation or joint venture at least 51% is owned by one or more individuals in a specific classification or, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more individuals in a designated classification, or
- For other business entities, the owner is the person controlling management and daily operations and who *owns* the business.

Vendors should complete this form only if the business has its home office in the United States and is not a branch or subsidiary of a foreign corporation, firm or other business. This document is located on our website at <http://www.csuse.edu/aba/forms.htm> and scroll down to the Procurements and Contracts section.

## Shipments

It is important that vendor shipments are addressed correctly. Failure to identify the shipment properly may be cause for refusal or delayed payment. Partial shipments are not desirable and are not encouraged unless shortness of supply demands split shipments. All shipments must include a packing slip detailing the contents of the shipment. Shipments against purchase orders, procurement card orders and direct payment acquisitions should be addressed as follows:

**Purchase Orders:** California State University, Sacramento  
**Attn: Central Receiving/Purchase Order # \_\_\_\_\_**  
6000 J Street  
Sacramento, CA 95819-6117

The University Central Receiving Department phone number is 916-278-6274.

## Sales Tax

California State University, Sacramento is NOT exempt from state sales or use tax. By policy, the University generally requires the vendor to pay all contributions, taxes and premiums payable under federal, state and local laws measured upon the payroll of employees engaged in the performance of work under a contract, and all applicable sales, use, excise, transportation, privilege, occupational and other taxes applicable to products and supplies furnished or work performed.

## Invoices

All vendor invoices to the University should be on a preprinted document in duplicate. Please do not invoice prior to shipment. All invoices *must* include:

- The University purchase order number
- Detailed and itemized description of the products and/or services provided
- Sales tax information (if any)
- Appropriate freight or delivery charges (if any)

Again, the University Purchase Order number **must** appear on the invoice. Incomplete invoices result in a delay of payment, so it is in a vendor's best interest to comply with these instructions. Invoices should be sent to:

California State University, Sacramento  
**Accounts Payable**  
6000 J Street  
Sacramento, CA 95819-6004  
916-278-6476

## Prompt Payment Act

The Prompt Payment Act requires State agencies to pay properly submitted, undisputed invoices within 45 calendar days of initial receipt. If the requirement is not met, State departments must automatically calculate and pay the appropriate late payment penalties as specified in Government Code section 927, et. Seq

## Additional Information

### How to use BidsOnline™

#### Before you begin:

You will need the following information to complete the vendor registration process:

- Company Federal Tax ID Number
- California Seller's Permit Number
- Small Business Certificate Number, if applicable
- Disabled Veteran Business Enterprise Certificate Number, if applicable

#### What happens after I register as a vendor online?

Once you have completed the vendor registration form online, you should receive an email from CSUS@planetbids.com confirming your online registration. The email will contain your selected username and password along with the link to the home page of the California State University, Sacramento Procurement and Contract Services contracting opportunity section. You are always free to search, view and order documents from the web site 24/7.

#### Can I maintain my own profile on the web site?

Yes, once you are registered as a vendor, you will be able to make any changes to your company profile at any time through our web site. Simply select "Edit Your Vendor Profile" from the content navigation and follow these instructions:

1. Enter the username and password that you chose **OR** enter your company's tax id number and the email that you registered with.

You will be taken to the page you had entered your company information. You can edit your profile or your preferences by clicking in the box and entering the current information. When you have completed the updates to your profile, click on **Update Profile** and your information will be changed in your bidder profile and the file will automatically be updated for the agency.

#### What if I forget my username and password?

If you ever forget your password, you can have BidsOnline email it to you directly by clicking on the "Forgot Your Password?" link in the content navigation. In order for BidsOnline to track your password, you need to enter your username and email. If BidsOnline is unable to track your information, please follow the three options or send an email to [CSUS@planetbids.com](mailto:CSUS@planetbids.com).

#### How will I know when there is a new bid request that matches the services we provide?

Registered and approved vendors of the University are notified automatically via email when a new request is entered by California State University, Sacramento. If a new request is entered by the University that is matched with the services you have registered for, then you are

automatically notified via email with subject "New Bid Alert". Furthermore, you are always free to visit the contracting section of the University web site to search for open and past listings.


### **How do I search for current or past bid listings?**

There are two ways to search for current and past listings on the California State University, Sacramento web site:

1. **Enter Keyword(s) for Quick Search** to search by title of a RFP, RFQ, Bid, etc., and click on **Go**, or


2. **To do an advanced search** for CSU Sacramento's listed projects, enter your search criteria. If you do not enter anything in the boxes provided and click on **Go**, the search results will default to all of the projects listed, whether they are awarded, closed, bidding, etc. The results of the search for projects or requests for quotations will be listed on the next page showing the following:



- The **County** in which the project is going to take place in
- The **Category** the project is listed under
- The **Project Name**, where you can click on it and you will be given the project detail/information
- The **Invitation Number**, is the project/quote ID. When the ID is in **green**, the bid/request is by invitation only
- **Bid Date**, is the date the bids or quotes are due
- **Bid Status**:
  - **Bidding** means that it is still open, and you can bid
  - **Closed** means that it is no longer bidding
  - **Awarded** is when the project has been awarded

Next to each listing is indicated whether the bid submittal is accepted in a paper or electronic format. If a request is  enabled by California State University, Sacramento, then you are able to login and bid electronically online through the University online bidding system.



When you click on a project name, you will be directed to the bid detail page where you can view bid detail as well as project items list, addendums.

### **How to find out if your company is already registered on our bid list:**


1. Go to **BidsOnline™**:
  - a. Open Microsoft Internet Explorer.
  - b. Go to [www.csus.edu/proc](http://www.csus.edu/proc) - look for **Vendor Registration**
  - c. Click on **Vendor Registration**
2. On the left side of the page, click on **edit your vendor profile**.
3. Under **Option 2**, enter your company's tax ID number and your email address.
4. Click on the  button.

- a. If your **Vendor Profile** appears, then your company is registered on our bid list.
  - b. If your **Vendor Profile** does **not** appear, your company has not yet registered on our bid list. Follow the instructions for **How to register on our bid list**.
5. Make a note of your **User Name**.
  6. If you do not know your current password, type in a new password at this time. Remember your new password.
  7. Check to make sure the information in your vendor profile is correct. If you need to make changes, follow the instructions for **How to update your company profile**.
  8. At the bottom of the page, click on the  button.
  9. At the bottom of the page, click on the  button.
  10. Click on **CLICK HERE**. You should get a message that says, **Your Information has been updated**.
  11. If you have questions about this process, please contact Dale Clack, at 916-278-7405 or [clackd@csus.edu](mailto:clackd@csus.edu).



### How to register on our bid list:

1. Go to **BidsOnline™**:
  - a. Open Microsoft Internet Explorer
  - b. Go to [www.csus.edu/proc](http://www.csus.edu/proc)
  - c. Click on **Vendor Registration**
2. Check to make sure your company is not already registered. See **How to find out if your company is already registered on our bid list**.
3. On the left side of the page, click on **Vendor Registration**.
4. Complete step 1 and step 2 of the form, then click on the  button.
5. Complete steps 3 through 11 of the form then click on the  button. (Be sure to select up to ten (10) category codes that relate to the type of supplies/services your company sells - see step 10).
6. If you have questions about this process, please contact Dale Clack at 916-278-7405 or [clackd@csus.edu](mailto:clackd@csus.edu).

### What to do if you forget your user name and password:

1. Go to **BidsOnline™**:
  - a. Open Microsoft Internet Explorer.
  - b. Go to [www.csus.edu/proc](http://www.csus.edu/proc)
  - c. On the left hand side, click on **Forgot Your Password**
  - d. In the dialogue box enter your password click “”
2. If you have questions about this process, please contact your Dale Clack at 916-278-7405 or [clackd@csus.edu](mailto:clackd@csus.edu)

### How to update your company profile:




1. Go to **BidsOnline™**:
  - a. Open Microsoft Internet Explorer
  - b. Go to [www.csus.edu/proc](http://www.csus.edu/proc)
  - c. Click on **Vendor Registration**
2. On the left side of the page, click on **edit your vendor profile**.
3. Enter requested information for either **Option 1** or **Option 2**.
4. Click on the  button.
5. Make changes to your company profile as needed.
6. At the bottom of the page, click on the  button.
7. When done, click on **CLICK HERE**. You should get a message that says, **Your Information has been updated**.
8. If you have questions about this process, please contact Dale Clack, at 916-278-7405 or [clackd@csus.edu](mailto:clackd@csus.edu)

### What to do when you receive an email message from PlanetBids:

1. Look at the wording of the email message you received.
  - If your email message includes the words, **which meets your selected criteria**, it means that this is a bid request posted publicly and any vendor may respond
  - If your email message includes the words, **you are being invited to participate as a bidder**, it means this is a private (invitation only) bid request.



2. Click on the web link in your email message. This will open a web browser window and give you a glimpse of the bid request. You cannot view more of this bid request until after you log on.

**Important:** These instructions require the use of Internet Explorer. If your computer automatically uses Netscape to open a browser window, you will need to close the window and enter again as follows:

- a. Open Microsoft Internet Explorer.
  - b. Go to [www.csus.edu/proc](http://www.csus.edu/proc)
  - c. Click on ***Vendor Registration***.
3. On the left hand side, enter your user name and password in the box and click on the  button. This will bring you to the BidsOnline™ home page.
    - If you do not know your user name and password, follow the directions for ***What to do if you forget your user name and password***.
  4. Check on the left side of the screen to see the words ***Hello (your user name)***, then you have successfully logged on and can continue.
    - **Invitation Only Bid Requests:** If your email message indicated a private (invitation only) bid request:
      - a. Click on ***Invited Bids*** in the box at left.
      - b. In the middle of the page, to the right of ***Search Criteria***, click on the  button.
      - c. This will bring you to a list of all bid requests that you have been invited to bid on.
    - **Public Bid Requests:** If your email message indicated a publicly posted bid request:
      - a. On the left hand side, click on ***Search Bid Opportunities***. In the middle of the page, to the right of ***Search Criteria***, click on the  button.
      - b. This will bring you to a list of all public bid requests that match your selected criteria.
  5. In the ***Project Name*** column, click on the name of the bid request that you are interested in. This will bring you to the ***Project Detail*** page.
  6. Follow the directions for ***How to download a bid request***.

7. If you have questions about this process, please contact Dale Clack at 916-278-7405 or clackd@csus.edu.

### How to download a bid request:

1. Log into BidsOnline™ and go to the **Project Detail** page of the bid request that you are interested in. See **What to do when you receive an email message from PlanetBids** for how to do this.
2. Check the **Project Stage**:
  - **Bidding:** This project is still bidding. Okay to view and download bid request.
  - **Closed:** The bid request is closed and no more bids are being accepted. You can no longer look at or download this bid request. Bids results have not yet been posted. Please check back later.
  - **Award Pending:** Bid Results have been posted. If no vendor protests are received, the University intends to award to vendor named. Okay to view bid results and intent to award.
  - **Awarded:** This bid request has been awarded to a vendor. Okay to view bid results and award.
3. Sometimes the buyer has attached a bid document to this bid request. If there is a paper bid document, the  button will appear. Click on this button.
4. This will bring you to a page that says, **Please enter contact information**. Enter required information and click on the  button.
5. This will bring you to a page that says, **Thank you for your interest in (Project Name)**. Click on the **Download >> (Project Name)** link. The bid documents will open.

**Note:** Sometimes a buyer will post bid documents as a PDF file. To open or save the bid documents, you will need to first download the latest version of **Adobe Acrobat Reader** at [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html). This download is free (no charge).

6. If you have questions:
  - **Regarding this process:** Please Dale Clack at 916-278-7405 or clackd@csus.edu.
  - **Regarding the actual bid request:** Please contact the buyer indicated on the *Project Detail* page under *Contact Information*.

### How to download an addendum:

1. If you showed interest in a bid request by visiting the *Project Items List* and/or downloading documents, then PlanetBids will send you an email message if and when addendums have been posted on our website.
2. Log into BidsOnline™ and go to the *Project Detail* page of the bid request that you are interested in. See *what to do when you receive an email message from PlanetBids* for how to do this.
3. Check the Project Stage:
  - **Bidding:** This project is still bidding. Okay to view and download bid request and addendums.
  - **Closed:** The bid request is closed and no more bids are being accepted. You can no longer look at or download this bid request or any addendums. Bid results have not yet been posted. Please check back later.
  - **Award Pending:** Bid results have been posted. If no vendor protests are received, the University intends to award to vendor named. Okay to view bid results and intent to award.
  - **Awarded:** This bid request has been awarded to a vendor. Okay to view bid results and award.
4. Underneath the word *Addenda*, look for a yellow horizontal bar that says Addendum No, Issued On, Title and Filename. Information about the addendum is beneath this yellow horizontal bar.
5. Sometimes a buyer will just post a message here and all you need to do is read it.
6. Sometimes a buyer will post an electronic file here. To download the file, in the column under *Filename*, click on the addendum document name. The addendum document will open.

**Note:** Sometimes a buyer will post addendum documents as a PDF file. To open or save the addendum documents, you will need to first download the latest version of

**Adobe Acrobat Reader** at [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html). This download is free (no charge).


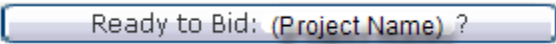


7. To respond to the addendum, follow the directions provided in the document.
8. If you have questions:
  - **Regarding this process:** Please contact your Dale Clack at 916-278-7405 or [clackd@csus.edu](mailto:clackd@csus.edu). **Regarding the actual bid request:** Please contact the buyer indicated on the *Project Detail* page under *Contact Information*.




#### **How to view email history related to a bid:**

- Whenever a bid request is posted, email messages are automatically sent to vendors. You will **only** receive email notifications if you are registered for the specific product and/or service reflected in the bid request.
  - Whenever an addendum or message is posted, email messages are automatically sent to vendors. You will **only** receive email notifications of addendums if you have already shown interest in a bid request by going in and downloading it.
  - Whenever bid results and/or awards are posted, email messages are automatically sent to vendors. You will **only** receive email notifications if you submitted a bid.
1. To view email history related to a bid, log into BidsOnline™ and go to the *Project Detail* page of the bid request that you are interested in. See *What to do when you receive an email message from PlanetBids* for how to do this.
  2. Check the Project Stage:
    - **Bidding:** This project is still bidding. Okay to view and download bid request.
    - **Closed:** The bid request is closed and no more bids are being accepted. You can no longer look at or download this bid request. Bid results have not yet been posted. Please check back later.
    - **Award Pending:** Bid Results have been posted. If no vendor protests are received, the University intends to award to vendor named. Okay to view bid results and intent to award.
    - **Awarded:** This bid request has been awarded to a vendor. Okay to view bid results and award.
  3. Sometimes an email message will have an electronic file attached. To download the attachment, in the column under *Attachment*, click on the document name. The document will open.

4. If you have questions:
  - **Regarding this process:** Please contact Dale Clack at 916-278-7405 or clackd@csus.edu.
  - **Regarding the actual bid request:** Please contact the buyer indicated on the *Project Detail* page under *Contact Information*.

### How to submit a bid:

1. Log into BidsOnline™ and go to the *Project Detail* page of the bid request that you are interested in. See *What to do when you receive an email message from PlanetBids* for how to do this.
2. Check the *Project Stage*:
  - **Bidding:** This project is still bidding. Okay to view and download bid request.
  - **Closed:** The bid request is closed and no more bids are being accepted. You can no longer look at or download this bid request. Bids results have not yet been posted. Please check back later.
  - **Award Pending:** Bid Results have been posted. If no vendor protests are received, the University intends to award to vendor named. Okay to view bid results and intent to award.
  - **Awarded:** This bid request has been awarded to a vendor. Okay to view bid results and award.
3. Look at the bottom left corner of the page under *Additional Notes*. This area is where the Buyer indicates how bids are being accepted.
  - To submit a *paper bid*, follow the instructions in the bid document.
  - To submit an *electronic bid*, follow the instructions below.
4. Click on the  button.
5. Read the agreement, then click on the  button.
6. Enter required information, then click on the  button.
7. The *Bidding Project Information* page displays. Check that all information is accurate, then click on the  button.
8. The Bid Sheet page displays.

- **Unit Price:** Enter bid price. Do *not* use dollar sign symbols or commas. Use decimal point only if necessary.
  - **Bid Response:** If you entered a price, select *Yes*. If you wish to *no bid*, select *No*. **Comments:** Enter payment terms, FOB and estimated delivery time, (ie: N30-2%Net20/Destination/10 days ARO).
9. Click on the  button.
10. Your bid information will display.
- **Would like to upload an attachment with your bid?** Sometimes a buyer will accept electronic bids, but require the bidder to complete and submit some forms along with the bid. This requirement will be indicated in the bid documents. Select *Yes* to upload attachments.
11. Click on the  button.
12. If you have a file to attach to this bid, enter the file name and click on the  button.
13. You should get a message that says, *Thank You! Your ebid has been successfully submitted to California State University, Sacramento.*
14. If you have questions:
- **Regarding this process:** Please contact Dale Clack at 916-278-7405 or clackd@csus.edu.
  - **Regarding the actual bid request:** Please contact the buyer indicated on the *Project Detail* page under *Contact Information*.

### How to view bid results and awards:

1. If you submitted a bid, then PlanetBids will send you an email message when bid results have been posted on our website.
2. Log into BidsOnline™ and go to the *Project Detail* page of the bid request that you are interested in. See *What to do when you receive an email message from PlanetBids* for how to do this.
3. Check the Project Stage:
  - **Bidding:** Bid results have not yet been posted because bids are still being accepted. Please check back later.

- **Closed:** The bid request is closed and no more bids are being accepted. You can no longer look at or download this bid request. Bid results have not yet been posted. Please check back later.
  - **Award Pending:** Bid Results have been posted. If no vendor protests are received, SJSU intends to award to vendor named. Okay to view bid results and intent to award.
  - **Awarded:** This bid request has been awarded to a vendor. Okay to view bid results and award.
4. Scroll to the bottom of the page and click on *[Bid Results]*.
  5. View bid results.
  6. Click on *Back to Project Detail*.
  7. Scroll to the bottom of the page and click on *[Award]*.
  8. View bid award or intent to award.
  9. If you have questions:
    - **Regarding this process:** Please contact Dale Clack at 916-278-7405 or clackd@csus.edu.
    - **Regarding the actual bid request:** Please contact the buyer indicated on the *Project Detail* page under *Contact Information*.

## **Contact Information for All CSU Campuses**

### **California State University, Chancellor's Office**

Contract Services & Procurement

401 Golden Shore, 5<sup>th</sup> Floor, Long Beach, CA 90802-4210

Phone: 562-951-4590, Fax: 562-951-4969

Website: <http://www.calstate.edu/CSP/>

SB & DVBE Advocate: Darryl Dearborn, 562-951-4581, [ddearborn@calstate.edu](mailto:ddearborn@calstate.edu)

### **California Maritime Academy**

Fiscal Services/Procurement

200 Maritime Academy Drive, Vallejo, CA 94590

Phone: 707-654-1000, Fax: 707-654-1001

Website: <http://www.csum.edu/FiscalServices/>

SB & DVBE Advocate: Vineeta Dhillon, 707-654-1086, [dhillon@csum.edu](mailto:dhillon@csum.edu)

### **California State Polytechnic University, Pomona**

Procurement & Support Services

3801 West Temple Avenue, Pomona, CA 91768-4003,

Phone: 909-869-7659, Fax: 909-869-5475

Website: <http://www.csupomona.edu/~procurement/>

SB & DVBE Advocate: Lorraine Rodriguez, 909-869-3391, [lorrainer@csupomona.edu](mailto:lorrainer@csupomona.edu)

### **California State Polytechnic University, San Luis Obispo**

Contract & Procurement Services

1 Grand Avenue, San Luis Obispo, CA 93407

Phone: 805-756-1111, Fax: 805-756-6500

Website: <http://www.afd.calpoly.edu/purchasing/>

SB & DVBE Advocate: Greg Melnyk, 805-756-5457, [gmelnik@calpoly.edu](mailto:gmelnik@calpoly.edu)

### **California State University, Bakersfield**

Fiscal Services/Procurement

9001 Stockdale Highway, Bakersfield, CA 93311-1099

Phone: 661-664-2011, Fax: 661-664-3144

Website: <http://www.csub.edu/BAS/fiscal/procurement/>

SB & DVBE Advocate: Kathy Villa, 661-654-3164, [kvilla@csub.edu](mailto:kvilla@csub.edu)

### **California State University, Channel Islands**

Procurement & Support Services

One University Drive, Camarillo, CA 93012

Phone: 805-437-8400, Fax: 805-437-8437

Website: <http://www.csuci.edu/campserv/finance/>

SB & DVBE Advocate: Leah Kirklin, 805-437-8481, [leah.kirklin@csuci.edu](mailto:leah.kirklin@csuci.edu)

**California State University, Chico**

Procurement &amp; Contract Services

400 West First Street, KH 206, Chico, CA 95929-0244

Phone: 530-898-4636, Fax: 530-898-6190

Website: <http://www.csuchico.edu/purc/>SB & DVBE Advocate: Pattie Hannemann, 530-898-5134, [phannemann@csuchico.edu](mailto:phannemann@csuchico.edu)**California State University, Dominguez Hills**

Procurement, Contracts &amp; Logistical Support Services

1000 East Victoria Street, Carson, CA 90747

Phone: 310-243-3300, Fax: 310-243-3305

Website: <http://www.csudh.edu/admfin/PCLSS/pclsshome>SB & DVBE Advocate: Emmit Williams, 310-243-3873, [ewilliams@csudh.edu](mailto:ewilliams@csudh.edu)**California State University, East Bay**

Procurement &amp; Support Services

25800 Carlos Bee Blvd., Hayward, CA 94542-3021

Phone: 510-885-3000, Fax: 510-885-7484

Website: <http://www.aba.csueastbay.edu/PROCURE/>SB & DVBE Advocate: Deborah Haynes, 510-885-3842, [deborah.haynes@csueastbay.edu](mailto:deborah.haynes@csueastbay.edu)**California State University, Fresno**

Procurement &amp; Support Services

5150 North Maple Avenue, M/S JA111, Fresno, CA 93740-8026

Phone: 559-278-4240, Fax: 559-278-4398

Website: <http://www.csufresno.edu/purchasing/>SB & DVBE Advocate: Margie Phillips, 559-278-2111, [margie@csufresno.edu](mailto:margie@csufresno.edu)**California State University, Fullerton**

Financial Services/Contracts &amp; Procurement

800 North State College Blvd., Fullerton, CA 92834-6900

Phone: 714-278-2011, Fax: 714-278-1569

Website: <http://finance.fullerton.edu/Procurement/>SB & DVBE Advocate: Hector Muniz, 714-278-5136, [hmuniz@fullerton.edu](mailto:hmuniz@fullerton.edu)**California State University, Long Beach**

Procurement &amp; Support Services

1250 Bellflower Blvd., BH 346, Long Beach, CA 90840-0106

Phone: 562-985-4111, Fax: 562-985-5432

Website: <http://daf.csulb.edu/offices/financial/procurement/>SB & DVBE Advocate: Elizabeth Beall, 562-985-8293, [lbeall@csulb.edu](mailto:lbeall@csulb.edu)

**California State University, Los Angeles**

Procurement Contracts & Support Services

5151 State University Drive, Los Angeles, CA 90032-8530

Phone: 323-343-3480, Fax: 323-343-3499

Website: <http://www.calstatela.edu/univ/procure/>

SB & DVBE Advocate: Thomas Johnson, 323-343-3488, [tjohnson@cslanet.calstatela.edu](mailto:tjohnson@cslanet.calstatela.edu)

**California State University, Monterey Bay**

Purchasing

100 Campus Center Drive, Bldg 84B, Seaside, CA 93955-8001

Phone: 831-582-3300, Fax: 831-582-4430

Website: <http://bss.csUMB.edu/site/x5474.xml>

SB & DVBE Advocate: Reyola Carlisle, 831-582-3506, [reyola\\_carlisle@csUMB.edu](mailto:reyola_carlisle@csUMB.edu)

**California State University, Northridge**

Purchasing & Contract Administration

18111 Nordhoff Street, Northridge, CA 91330-8207

Phone: 818-677-1200, Fax: 818-677-6544

Website: <http://www-admn.csun.edu/purch/>

SB & DVBE Advocate: Mary Rueda, 818-677-6567, [mary.rueda@csun.edu](mailto:mary.rueda@csun.edu)

**California State University, Sacramento**

Procurement & Contract Services

6000 J Street, Sacramento, CA 95819-6048

Phone: 916-278-6011, Fax: 916-278-5796

Website: <http://www.csus.edu/proc/>

SB & DVBE Advocate: Dale Clack, 916-278-7405, [clackd@csus.edu](mailto:clackd@csus.edu)

**California State University, San Bernardino**

Purchasing Office

5500 University Parkway, San Bernardino, CA 92407-2397

Phone: 909-880-5000, Fax: 909-537-5131

Website: <http://purchasing.csusb.edu/>

SB & DVBE Advocate: Carol J. Davies, 909-537-5131, [cdavies@csusb.edu](mailto:cdavies@csusb.edu)

**California State University, San Marcos**

Procurement & Support Services

333 South Twin Oaks Valley Road, San Marcos, CA 92096-0001

Phone: 760-750-4000, Fax: 760-750-3286

Website: <http://www.csusm.edu/procurement/>

SB & DVBE Advocate: Patricia Finstad, 760-750-4554, [pfinstad@csusm.edu](mailto:pfinstad@csusm.edu)

**California State University, Stanislaus**

Financial Services/Purchasing

801 West Monte Vista Avenue, Turlock, CA 95382

Phone: 209-667-3122, Fax: 209-667-3076

Website: <http://www.csustan.edu/financialservices/Purchasing/>SB & DVBE Advocate: Phyllis Crittendon, 209-667-3243, [pcrittendon@csustan.edu](mailto:pcrittendon@csustan.edu)**Humboldt State University**

Contracts &amp; Procurement

1 Harpst Street, Arcata, CA 95521-4957

Phone: 707-826-3011, Fax: 707-826-3312

Website: <http://www.humboldt.edu/~procure/>SB & DVBE Advocate: Joyce Baltierra, 707-826-3612, [jlb7002@humboldt.edu](mailto:jlb7002@humboldt.edu)**San Diego State University**

Contract &amp; Procurement Management

5500 Campanile Drive, San Diego, CA 92182-7455

Phone: 619-594-5000, Fax: 619-594-5919

Website: <http://bfa.sdsu.edu/prosrvcs/>SB & DVBE Advocate: Cathy Garcia, 619-594-4723, [cgarcia@mail.sdsu.edu](mailto:cgarcia@mail.sdsu.edu)**San Francisco State University**

Procurement Office

1600 Hollway Avenue, San Francisco, CA 94132-4002

Phone: 415-338-1111, Fax: 415-338-1984

Website: <http://fiscaff.sfsu.edu/Procurement/>SB & DVBE Advocate: Stephen Smith, 415-338-3879, [scsmith@sfsu.edu](mailto:scsmith@sfsu.edu)**San José State University**

Procurement &amp; Support Services

Mail: One Washington Square, CH 500, San Jose, CA 95192-0047

Phone: 408-924-1560, Fax: 408-924-1570

Website: <http://www.sjsu.edu/pass>SB & DVBE Advocate: Ria Diaz, 408-924-1767, [rdiaz@sjsu.edu](mailto:rdiaz@sjsu.edu)**Sonoma State University**

Financial Services/Contracts &amp; Procurement

1801 East Cotati Avenue, Rohnert Park, CA 94928-3609

Phone: 707-664-2880, Fax: 707-664-4183

Website: <http://www.sonoma.edu/finance/>SB & DVBE Advocate: Jan Volk, 707-664-3901, [jan.volk@sonoma.edu](mailto:jan.volk@sonoma.edu)

## *Directions*



### **From Points East:**

#### **Via I-80 (Auburn, Reno)**

1. Take I-80 west into the City of Sacramento.
2. At the split take Business 80 west. (Capitol City Freeway)
3. Proceed to the J Street exit and turn left onto J.
4. Take J Street approximately three miles through East Sacramento to the north entrance of campus.
5. Turn right into the north gate at the intersection of J Street and Carlson Drive.
6. On the right-hand side of the roadway is the Information Booth, where a campus directory and further assistance is available.

#### **Via Highway 50 (Folsom, South Lake Tahoe)**

1. Take Highway 50 west into the City of Sacramento
2. Follow signs to the University exit.
3. Proceed to the Howe Ave/Power Inn Road Exit and drive straight through the intersection onto College Town Dr.
4. Take College Town Dr. approximately .5 miles to the south entrance of Sacramento State.
5. Proceed through the third stop light at State University Dr.
6. Just past the intersection, on the right-hand side of the roadway is an information booth where a campus directory and further assistance is available.

## **From Points South:**

### **Via I-5 (Stockton, Los Angeles)**

1. Take I-5 north into the City of Sacramento
2. Follow signs to the Highway 50 east exit.
3. Merge onto Highway 50 and proceed east to the Howe Ave/Power Inn Road exit.
4. Stay to the far right while exiting the highway and merge onto Hornet Dr.
5. Turn left when the road dead-ends at College Town Dr.
6. Proceed through the second stop light at State University Dr.
7. Just past the intersection, on the right-hand side of the roadway is an information booth where a campus directory and further assistance is available.

## **From Points North:**

### **Via I-5 (Woodland, Redding, Sacramento International Airport)**

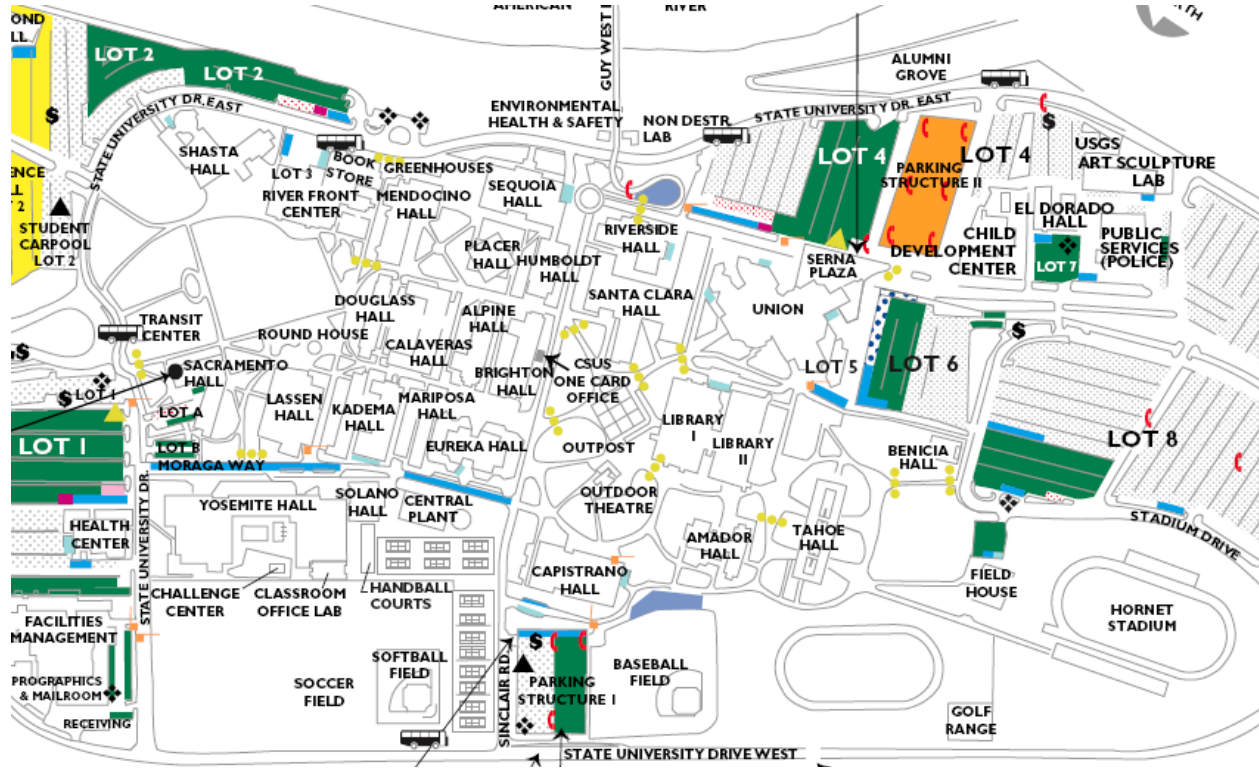
1. Take I-5 south into the City of Sacramento
2. Follow signs to the Highway 50 east exit.
3. Merge onto Highway 50 and proceed east to the Howe Ave/Power Inn Road exit.
4. Stay to the far right while exiting the highway and merge onto Hornet Dr.
5. Turn left when the road dead-ends at College Town Dr.
6. Proceed through the second stop light at State University Dr.
7. Just past the intersection, on the right-hand side of the roadway is an information booth where a campus directory and further assistance is available.

## **From Points West:**

### **Via I-80 (Davis, San Francisco)**

1. Take I-80 east towards the City of Sacramento.
2. At the split of I-80 and Bus 80/Hwy 50 in West Sacramento, stay straight on Bus 80/Hwy 50 and proceed into Sacramento.
3. After crossing the Sacramento River I-80 becomes Highway 50, proceed east on 50 to the Howe Ave/Power Inn Road exit.
4. Stay to the far right while exiting the highway and merge onto Hornet Dr.
5. Turn left when the road dead-ends at College Town Dr.
6. Proceed through the second stop light at State University Dr.
7. Just past the intersection, on the right-hand side of the roadway is an information booth where a campus directory and further assistance is available.

# CAMPUS MAP



The Procurement and Contract Services Department is located at:  
River Front Center, Room 215  
916-278-7322