Helpful Websites

Campus Marketplace:

Chancellor’s Office Procurement & Contracts:
http://www.calstate.edu/csp/

Chancellor’s Office Recycle:
http://www.calstate.edu/CSP/recycle/recycle.shtml

CSU East Bay Map:
http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations/hayward-campus-map/index.html

CSU East Bay Procurement Card Manual:

CSU East Bay Procurement Department:
http://www20.csueastbay.edu/af/departments/finance/procurement/index.html

Disabled Veteran Business Enterprise (DVBE):
http://www.pd.dgs.ca.gov/smbus/default.htm

Small Business Certification:
http://www.pd.dgs.ca.gov/smbus/default.htm

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Procurement and Support Services
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Hayward, CA 94542
www.csueastbay.edu

Procurement and Support Services is dedicated to providing excellent customer service with a focus on communication, solutions and service. We procure supplies, equipment, services, and provide a variety of support programs while meeting campus community objectives.
**Doing Business with the University**
California State University, East Bay welcomes you as a potential supplier of goods and services. Visitors such as you help keep us informed of new products and market trends. We appreciate your interest and the time you take to acquaint us with your firm.

**About Purchasing**
The Purchasing Office is held accountable for its actions in spending University Funds. Purchasing is the only authority that may conduct and/or conclude negotiations affecting procurement transactions.

**Ethics**
As public employees and purchasing professionals, we commit ourselves to provide leadership and dedicated service to our customers, apply our best, unbiased judgment and maintain the highest ethical and moral standards in the conduct of CSU business.

Our staff is required to remain free of obligation by refusing to accept gift or gratuities offered by vendors.

**Contracts (Public Works)**
The University has a wide range of needs for services that must be performed by the private sector under some form of contract. We actively solicit bids from small, and disabled veteran business enterprises. All contractors must be appropriately licensed for the work on which they are bidding. Specific requirements for license, bonds and insurance vary, and are outlined in each bid package.

**CSU Master Agreements**
The CSU has certain master agreements where the combined purchasing power of the entire University, or at least several regional campuses, has been used to secure improved pricing or service. Once in place, campuses are generally prohibited from using other sources of supply except in cases where the primary vendor is unable to meet delivery requirements.

For more information on all Contracts, see System-wide Bulletins on the CSU Chancellor website.

**Campus Marketplace**
The University has implemented a Business to Business online shopping portal. This portal affords faculty and staff the opportunity to purchase goods to support their academic and operational needs.

Please see the Procurement Card manual and Procurement website for more information.

**Deliveries**
Suppliers should carefully follow shipping instructions appearing on our Purchase orders. The University normally makes purchases F.O.B. Destination and specifies the ship-to address.

When the method of delivery is not specified, the least expensive delivery method should be used unless the nature of the shipment calls for special services. Please instruct Shippers to call in advance (510) 885-3703, to arrange for unusually large or heavy deliveries.

**Bidding Policy**
The University buys almost exclusively by competitive bid:
- Where estimated costs are $100,000 and over, sealed bids must be solicited.
- Where estimated costs are below $100,000, bids are obtained via fax, telephone, or written quotation.
- Where estimated costs are under $5,000, it is usually not cost effective to obtain bids and the buyers are free to go directly to their most reliable suppliers, obtain a quotation, and place orders.

**Small Business/Disabled Veteran Business Enterprises**
It is our policy to award a portion of our annual purchases and contracts to certified Small Business or Disabled Veteran Business Enterprises. A small business certified by the state office of small business and DVBE is entitled to receive a 5% preference over non-qualifying bidders. To receive the preference, the bidder must be currently certified and must request preference on each bid.

To qualify for solicitation by CSUEB as a small or veteran-owned business, certification is required by the Office of Small Business & DVBE Certification (OSDC) PO Box 989052, West Sacramento, CA 95798-09052 Telephone: (800) 359-3529 or (916) 375-4940.

**Invoices & Payments**
An invoice must include the Purchase Order Number to ensure prompt response. Quantity, unit of measure, complete description of product or service, unit price and extended price need to be shown on each invoice and must agree with the Purchase Order before payment will be made. All invoices must be submitted to the Accounts Payable Department located in SA2750, telephone: 510-885-2854.

Cash discount offers of at least 2%, for payment within 10 days of receipt of an undisputed invoice will be given payment priority. Under normal circumstances you may expect payment within 10 to 21 days. Certified small businesses can identify themselves on invoices by means of a rubber stamp which is issued by OSBCR upon request to qualified firms who have a contract or purchase order with the State. Our Accounts Payable Department has been alerted to pay these invoices on a priority basis.

**Recycled Products**
The CSU Buy Recycled Campaign is a joint effort in support of the State Agency Buy Recycled Campaign. For more information, see the Chancellor’s Office website. Campuses are encouraged, whenever feasible, to maximize the purchase of goods that contain recycled content or may be recycled or reused when discarded.

To be included on the CSU Recycled Content Products Vendor list, a firm must:
- Sell products that qualify as Recycle Content Products.
- Provide Recycled Content Certifications for every product offered and/or sold to the CSU.
- Agree to submit Buy Recycled Content data in a timely manner.
- Agree to accept CSU general provisions.

The CSU Recycled Content Products Vendor list does not constitute an order for goods or services nor does it obligate the CSU to issue orders for goods or services, in the future.

**Things to Remember**
Invest your sales time and money wisely. Remember that the purchase will likely be made by competitive bid. Pre-purchase services are appreciated and often help familiarize us with specific products/services. However, such services are at no charge to the University, and what you spend for expensive designs, demonstrations and layouts will not guarantee an order.

Specifications prepared by University departments are carefully reviewed by Purchasing to exclude limitations which unnecessarily reduce competition. The purchase will eventually be made from the lowest responsible bidder meeting these objective specifications.

We are most interested in having your website address or your latest catalog. Up-to-date catalogs provide the buyers with a valuable research tool and aid them in offering the latest in technological information to our end users.

A&F Finance, September 2016