



Notice to Prospective Suppliers

Suppliers are encouraged to make an appointment before coming to the office. Routine "courtesy" visits are discouraged as they can disrupt daily work flow. To make an appointment, please call (310) 434-4304.

Deliveries

All materials shipped to Santa Monica Community College District shall be directed to the address noted on the purchase order. The purchase order number must appear on all cartons and packing slips associated with that order.

Warehouse/Receiving Hours

Monday-Friday
7:00 a.m.- 3:00 p.m.

Mailroom Hours

Monday-Friday
8:00 a.m.– 5:00 p.m.

Invoices

In order to receive a timely payment of invoices, a proper and acceptable invoice must contain the following:

1. Reference a Purchase Order number.
2. Vendor Number from Purchase Order
3. Contract Number (if applicable)
4. Federal Tax ID

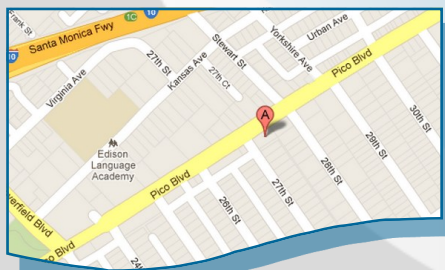
Submit invoice in duplicate by U.S.P.S. to:

Santa Monica College
ATTN: Accounts Payable
1900 Pico Boulevard
Santa Monica, CA 90405-1628

-OR-


Submit invoice by email to:
accounts payable@smc.edu
Tel: (310) 434-4283
Fax: (310) 434-3607

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Santa Monica College
Procurement, Contracts, and
Logistics Department
 2714 Pico Boulevard, Room 329
 Santa Monica, CA 90405

Phone: (310) 434-4304
 Fax: (310) 434-3654
 purchasing@smc.edu



Thank you for your interest in doing business with Santa Monica College!

This brochure is designed to provide you with the tools to assist you in becoming a successful supplier to the College.

→ Policies & Procedures

The Purchasing Department is responsible for purchasing materials, equipment, goods and services on behalf of the College.

Our goal is to acquire quality supplies and services at the best overall value. We continuously seek sustainable sources of supplies and welcome your participation in the procurement process.

Our philosophy is to maintain professional, ethical and cooperative relationships with our suppliers.

The Santa Monica Community College District, a public agency, is required to adhere to a variety of state, federal and District regulations. Applicable state laws can be found in the Education Code, Public Contract Code and Government Code. More information can be obtained at: <http://www.leginfo.ca.gov/faces/codes.xhtml>

→ What We Buy

- ⇒ Everything that is required to keep the College operating on a daily basis. From office supplies to equipment, computers and vehicles.
- ⇒ Services that we utilized, but not limited to include; printing, auto/equipment repair, catering, and consulting services.

→ How We Buy

- ⇒ All acquisitions of materials and/or services require a Purchase Order. No exceptions.
- ⇒ Purchases made in the name of the District without an authorized Purchase Order, shall be considered an obligation of the person making the purchase and not an obligation of the District.
- ⇒ Vendors are required to conduct their business directly with Purchasing. If communication with any District agent or departments are necessary, arrangements will be made by Purchasing.

→ Procurement Transaction Levels

- ⇒ Purchases less than \$4,999 for equipment, leases rentals, materials and supplies require solicitation of quotes.

- ⇒ Purchases between \$5000 and \$92,600 require at least three written quotes or proposals for equipment, supplies; and/or services.
- ⇒ Formal bids are required for purchases exceeding \$92,600, the annual bid limit (including tax and shipping).
- ⇒ Requests for quotation (RFQ) are solicited in accordance with need. Requests for quotation can be sought on any requirement that is deemed competitive regardless of the dollar value so long as the procedure is thought to be practical. All RFQ's are conducted via [PlanetBids](#).

→ Bid Information

- ⇒ The District encourages suppliers to register their business on [PlanetBids](#), an electronic vendor portal that allows suppliers to search for bids and request for quotes/proposals, order and download documents electronically, and bid electronically (where applicable).

Visit our website at www.smc.edu/purchasing and click on the [Supplier's Resource](#) page link for more information.