

Thank you for your interest in doing business with the Union Sanitary District (USD). Our suppliers make a valuable contribution to the health, safety and welfare of the communities and ratepayers we serve and we appreciate your efforts to provide the District with quality products and services. Our goal is to educate our suppliers by outlining the District's purchasing policies and procedures and to explain how a Supplier may participate in the District's business. When we do business with you, we want you to feel that each transaction has been satisfactorily concluded in a respectful, fair and professional manner. We believe that the District's reputation for the fair, honest and consistent treatment of suppliers can best be preserved if the procurement is done solely on the merits of the transaction.

### Organization

Procurement services for all District Work Groups are centralized in the Finance & Acquisition Services Team (FAST) under the direction of the Business Services Manager. The responsibilities of the FAST include Purchasing and Inventory Control.

### Purpose

The purpose of the FAST is to maintain the continuity of services and supplies necessary to support the efforts of the various District Work Groups.

### Supplier Registration

The FAST maintains a list of interested suppliers of the various products and services the District requires. To apply as a supplier, we request that you register at the Public Purchase website. Once you have registered, you will receive an e-mail with your password and instructions on using the site. Please read the instructions carefully as this is a two-step process. If you have any questions or inquiries about the on-line registration, you can send a message to Public Purchase through this link: <http://www.publicpurchase.com/qems/about/contact.us.html>.

A customer representative will contact you to answer any questions or inquiries.

### Specifications

Written Specifications are used in the procurement process to describe the required level of quality, quantity, delivery and scope of work. In addition to the specifications, terms and conditions governing the purchase are also outlined in the Invitation to Bid, Request for Quotations or Request for Proposals.

Specifications are generally prepared by the District's Work Groups and reviewed by the Purchasing Department to eliminate undue limitations that unnecessarily reduce competition. On occasion, a supplier may expend time and money assisting an individual District Work Group in developing the specifications. If this is done, to preserve the competitive process, a supplier that substantially develops and/or writes a technical specification/plans/drawings for the District may be barred from submitting a bid or proposal for the item or service.

### Procurement Documents

The District uses Purchase Orders, Purchasing Cards and Blanket Purchase Agreements to facilitate procurements. These documents are vital to doing business with the District. If a District employee places an order with you, you are cautioned to require one of these documents prior to shipping the order; it is your assurance that you will be paid. "Verbal" orders by District employees without such document reference should not be accepted.

### Purchasing Card

The District's Purchasing Cards are fundamentally VISA charge cards with greatly enhanced controls and data reporting capabilities and are used for procurement of small-dollar purchases. The Purchase Card allows the District Cardholder to purchase goods on an as-needed basis up to the specified transaction limit without obtaining specific Purchasing approval. Generally the transaction limit is \$500, however, not all Cardholders have the same transaction limit assigned to their Purchase Card.

### Blanket Purchase Agreements (BPA)

A District BPA allows a supplier to sell goods to the District on an as-needed basis, up to the specified transaction limit of the BPA. If you are awarded a BPA you should carefully review the terms and conditions and the transaction limits to ensure any orders shipped are in within the scope of the BPA.

### Emergency Purchases

There may be times during an emergency when an order must be placed after hours or on weekends when the Purchasing Office is normally closed. Be assured that true emergency purchases at such times without Purchase Order Numbers will be approved. However, you are required to obtain the individual's name and Work Group, and if the order is placed in person, be sure to request the employee's identification. District personnel will obtain a Purchase Order Number from the Buyer the following workday. The Purchasing Department will contact you thereafter and provide you the Purchase Order Number.

### Change Orders

A Purchase Order is the District's contract with the Supplier. Therefore, any change to the Purchase Order must be in writing and authorized by the District's Purchasing Agent or other designated official. Other District personnel are not permitted to make changes to a purchase order.

## Delivery and Inspections

Shipment, in almost all cases, is to be made to the District on an FOB destination basis. Failure to meet specified delivery dates may cause cancellation of the order and reflect adversely on your firm's overall performance rating. Variations from the specifications may result in shipment rejection.

## Insurance

In instances where suppliers, contractors and consultants, or their representatives, will be working on District-owned property, the District requires that a certificate of insurance, and amendatory endorsements with coverage at the minimum limits required by the District, be on file with the FAST. Separate endorsements, naming the District as Additional Insured, are required for General Liability and Automobile Insurance. In addition, Workers' Compensation Insurance that meets the minimum State requirements and includes a waiver of subrogation endorsement to the District must also be provided.

## Billing and Payment

The Purchase Order number or BPA number must appear on all invoices, shipping tags and all correspondence relevant to the order. Payment is made after receipt of invoice and delivery and acceptance of the material as specified on the Purchase Order. The District tries to pay all invoices within 30 days of receipt of invoice and acceptance of the order.

## Gifts and Gratuities

The District recognizes the responsibility of all of its employees to maintain good relations with all members of the supplier community and believes this can be accomplished in a professional manner without gifts or gratuities interfering with and/or influencing employees. As such, the District maintains a strict policy prohibiting the acceptance by its employees of gifts and/or gratuities from any supplier or potential supplier.

## District Projects

Except for emergency projects, acquisition of District Public Works Projects over \$15,000 value must be accomplished through a formal sealed-bid process. To obtain information about a District project, go to [www.ebidboard.com](http://www.ebidboard.com) or contact the CIP Administrative Assistant at (510) 477-7600.

## Sales Calls

Office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. To conserve time and ensure you adequate attention, we urge you to make a definite appointment before coming to the Purchasing office. Routine "courtesy" visits are not encouraged as they can disrupt the staff's daily workflow. Supplier product and service information provided to the Purchasing Department will be forwarded to the appropriate Work Group Manager for their review.

## Contact Information

### Union Sanitary District

Finance & Acquisition services Team  
5072 Benson Road  
Union City, CA 94587

Skip Calvo, Purchasing Agent (510) 477-7526

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Audrey Villanueva, Buyer (510) 477-7524

[audreyv@unionsanitary.ca.gov](mailto:audreyv@unionsanitary.ca.gov)

Zeke Kull, Storekeeper II (510) 477-7528

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[www.unionsanitary.ca.gov](http://www.unionsanitary.ca.gov)

Rev. November 2019

# Union Sanitary District Supplier Guide



## FINANCE & ACQUISITION SERVICES TEAM

## How to do Business with USD



<https://www.unionsanitary.ca.gov/about-us/doing-business-with-usd>