

## CODE OF ETHICS

As public employees and purchasing professionals, we commit ourselves to provide leadership and dedicated service to our customers and to apply our best, unbiased judgment and maintain the highest ethical and moral standards in the conduct of CSU business. We guide our activity through the application and adherence to the following commonly shared values and ethical standards in our daily interaction with suppliers and University customers:

1. Conduct business in good faith; demanding honest, legal, and ethical practices from all participants in the purchasing process.
2. Foster an open environment by being fair and reasonable in all dealings.
3. At no time and under no circumstances accept directly or indirectly, gifts, gratuities or other things of value which might influence, or appear to influence, purchasing decisions.
4. Promote positive supplier/contractor relationships by according vendor representatives courteous, fair and ethical treatment.
5. Make reasonable efforts to negotiate equitable and mutually agreeable settlements of controversies with supplier(s).
6. Avoid involvement in any transactions/activities that could be considered to be a conflict between personal interests and the interests of the CSU.
7. Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.



## DOING BUSINESS WITH CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

(CAL POLY POMONA)

PROCUREMENT & SUPPORT SERVICES

3801 W. TEMPLE AVENUE  
BUILDING 75  
POMONA, CA 91768-2557

(909) 869-3400

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

# ABOUT CAL POLY POMONA

California State Polytechnic University, Pomona (Cal Poly Pomona) is one of 23 campuses in the California State University system. It is located about 30 miles east of downtown Los Angeles and is part of one of the most dynamic economic and cultural regions in the country. Noted for its beautiful and historic 1,400-acre campus, once the Arabian horse ranch of cereal magnate W. K. Kellogg, the university currently has a diverse student population of 20,000, with approximately 70% representing diverse ethnic groups. Students are enrolled in 65 undergraduate majors and 20 master's degree programs. There are approximately 2,000 faculty and staff members. The University is committed to diversifying its faculty and staff to better serve its multicultural student body, and has made educational equity one of its highest priorities.

Cal Poly Pomona is one of two polytechnic universities in California and one of six nationally. Cal Poly Pomona's hallmark is its learn-by-doing philosophy, directly stemming from its polytechnic mission. This long-standing polytechnic approach makes us unique among traditional universities and has earned us the reputation of developing individuals who are among the most sought-after in today's marketplace. Cal Poly Pomona has nine colleges; which include the College of Agriculture, College of Business Administration, College of Education & Integrative Studies, College of Engineering, College of Environmental Design, College of Extended University, College of Letters, Arts & Social Sciences, College of Science; the Collins College of Hospitality Management.

# HISTORY

Cal Poly Pomona opened in the fall of 1938 as the Voorhis Unit of the California Polytechnic School, with an all-male enrollment of 110 students. The campus was located on the 150-acre site of the former Voorhis School for Boys in San Dimas.

In 1949, breakfast cereal magnate W.K. Kellogg deeded 813 acres of land located three miles south of the Voorhis campus to the State of California. In 1956, 550 students and 30 faculty members moved to the Kellogg campus. The student body included women for the first time in 1961, when 322 women enrolled. In 1966, Cal Poly Pomona separated from the San Luis Obispo campus to become California's 16th state college. University status was granted in 1972.

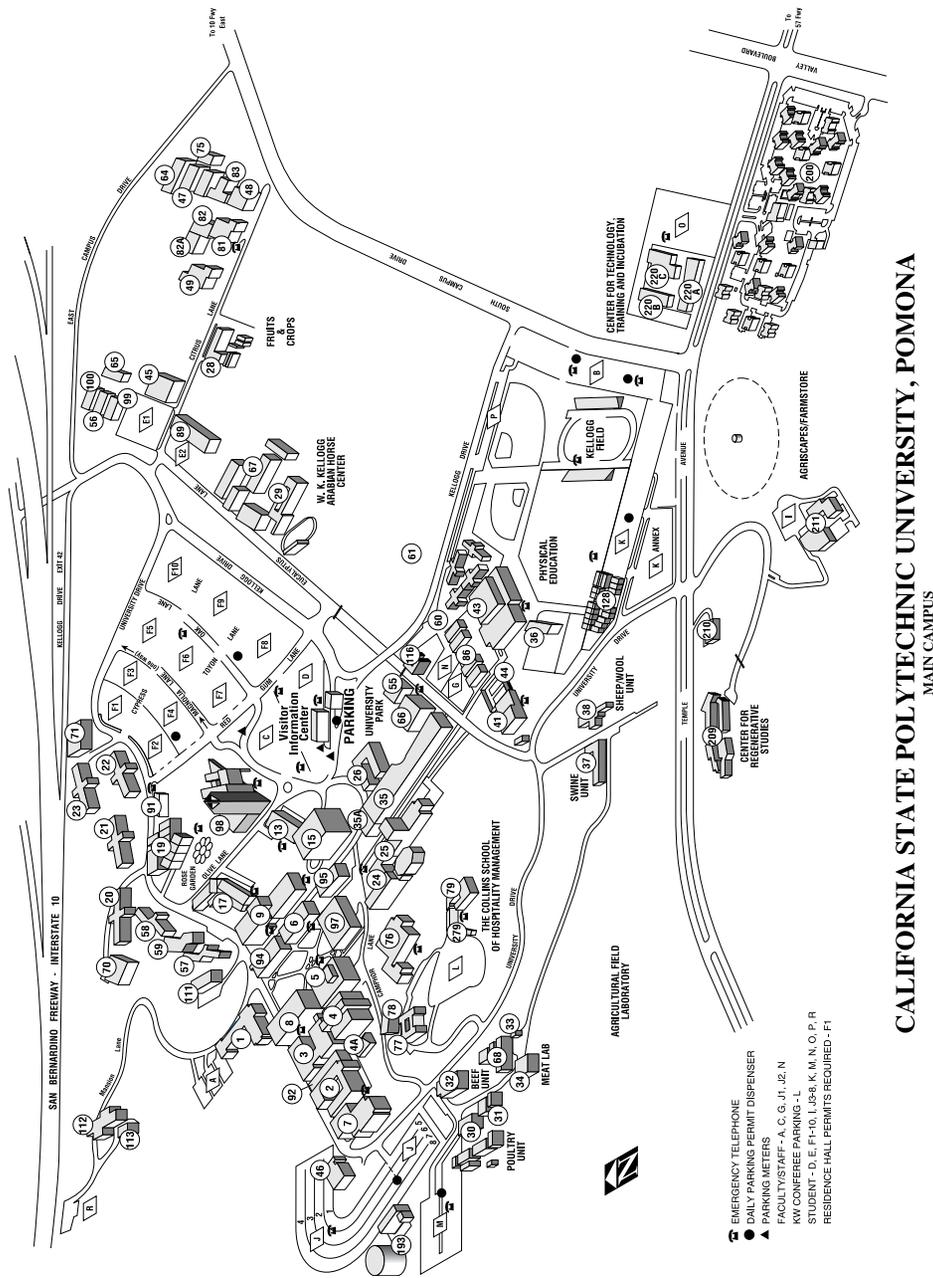
Today, the campus is the second largest in area of the California State University's 23 campuses. Its location is ideal for many things, including studying, social and cultural activities, and recreation. Cal Poly Pomona offers the peace and serenity of a small community as well as the glamour and excitement of a cultural hub.

# MISSION

Cal Poly Pomona's mission is to advance learning and knowledge by linking theory and practice in all disciplines, and to prepare students for lifelong learning, leadership, and careers in a changing, multicultural world.

# CAL POLY POMONA BUILDING LEGEND

ALPHABETICAL LISTING		NUMERICAL LISTING	
BUILDING	Locator	Num	BUILDING
Agricultural Engineering	C-3	45	1 Building One
Agricultural Engineering Tractor Shop	C-15	47	2 College of Agriculture
Agriculture Unit	G-3	30	3 Science Laboratory
Agriscapes/Farm Store	L-11	211	4A BioTechnology Building
Art Department/Engineering Annex	D-7	13	4A BioTrek Learning Center
Auto Shop	D-15	83	5 College of Letters, Arts & Social Sciences
Biotechnology Building	E-4	4	6 College of Business Administration
BioTrek Learning Center	E-4	4A	7 College of Environmental Design
Bronco Bookstore	F-8	66	8 College of Science
Beef Unit/Feed Shed	G-3	32	9 College of Engineering
Building One	D-4	1	13 Art Department/Engineering Annex
Campus Center	E-5	97	15 Library
Carpenter Shop	C-14	82A	17 Engineering Laboratories
Center for Regenerative Studies	K-9	209	19 Ornamental Horticulture Unit
Center for Training, Technology and Incubation	J-14	220A, 220B	20 Residence Hall, Encinitas
Child Care Center	F-9	116	21 Residence Hall, Montecito
Chilled Water Center Plant	F-1	193	22 Residence Hall, Alamitos
Classroom/Laboratory/ Administration	D-7	98	23 Residence Hall, Also
College of Agriculture	E-3	2	24 Music
College of Business Administration	D-5	6	25 Drama/Theatre
College of Engineering	D-5	9	26 Union Plaza
College of Environmental Design	E-3	7	28 Fruit/Crops Unit
College of Letters, Arts & Social Sciences	E-5	5	29 W.K. Kellogg Arabian Horse Center
Collins School of Hospitality Management	G-6	78, 279	30 Agriculture Unit
Cultural Centers	G-6	8	31 Poultry Unit/Poultry Houses
Custodial Offices	D-15	48	32 Beef Unit/Feed Shed
Dardenne May Gymnasium	F-6	116	33 Feedmill
Drama/Theatre	D-5	25	34 Meat Laboratory
Equine Research Facility	F-1	116	35A *Bronco Student Center
Facilities Management	C-15	82	35A W.Keith and Janet Kellogg University Art Gallery
Facilities Management Warehouse	C-15	82	36 Handball Courts
Feedmill	G-4	33	37 Swine Unit/Shealers
Foundation Administration Offices	C-13	55	38 Sheep/Wool Unit
Fruit/Crops Unit	F-8	28	41 Dardenne May Gymnasium
Guest House	B-3	113	43 Kellogg Gymnasium
Handball Courts	H-9	36	44 Swimming Pool
Health Services	H-9	46	45 Agricultural Engineering
Interim Design Center	C-12	89	46 Health Services
I Poly High School	B-12	128	47 Agricultural Engineering Tractor Shop
			48 Custodial Offices
			48 Agricultural Offices
			49 Training Center
			55 Foundation Administration Offices
			56 Storage Building
			57 Residence Hall, Palmitas
			35A University Art Gallery
			38 Sheep/Wool Unit
			38 Storage Building
			38 Storage Building
			38 Swimming Pool
			37 Swine Unit/Shealers
			49 Training Center
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CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
MAIN CAMPUS

## ABOUT PROCUREMENT & SUPPORT SERVICES

The California State Polytechnic University, Pomona (Cal Poly Pomona), Procurement & Support Services Office is responsible for the acquisition of all supplies, equipment, and services for the University.

## OUR MISSION STATEMENT

“Procurement Services is dedicated to providing excellent customer service with a focus on communication, solutions and service. We procure supplies and equipment and provide a variety of support programs, while meeting campus community objectives.”

## OUR VISION STATEMENT

“Procurement and Support Services will be the professional organization that exceeds customer expectations. We will insist on timely, efficient and value-added accomplishment of our mission and we will serve as a cooperative team-based model for exceptional customer satisfaction. We will always educate our colleagues and perform in an enthusiastic, professional and ethical manner.”

## GENERAL INFORMATION

- **Office Hours:** Procurement and Support Services is open Monday through Friday, 8:00AM - 5:00 PM, except on designated University holidays.
- **Appointments:** Buyers are seen by appointment only.
- **Deliveries:** Supplies and equipment shall be delivered to Central Receiving, 2740 South Campus Drive, Pomona, CA, 91768 unless otherwise specified. All packages must indicate a valid purchase order number. Receiving hours: Monday through Friday, 7:30AM - 12:00 PM.
- **Invoices:** All invoices must be directed to Cal Poly Pomona, Accounts Payable, Bldg. 98 B1-113, 3801 W. Temple Avenue, Pomona, CA 91768. All invoices must display a valid purchase order number. New vendors must complete a Vendor Data Record (form 204) prior to issuance of payment.
- **Vendor Parking:** Vendors may park outside Building 75 in spaces designated for vendors. Parking is available at no charge.

## THE PROCUREMENT PROCESS

The function of Procurement is to administer procurement for all university departments in accordance with responsibility and authority delegated by the University’s President. It is the responsibility of Procurement Services to convert requests (requisitions) into purchase orders or contracts using procedures established by Legislative regulations, State law, and the policies and directives of the CSU Board of Trustees and

the President of California State Polytechnic University, Pomona; and to regard each transaction on its own merits and to promote fair, ethical and legal practices.

### **PURCHASES LESS THAN \$50,000**

Informal competition is acceptable for commodities, equipment or services of an amount less than \$50,000, unless Procurement determines that competition is necessary to develop sources, validate prices, is in the best interest of the University, or for other sound business reasons.

### **PURCHASES GREATER THAN \$50,000**

Purchases for commodities, equipment or services which are greater than \$50,000 shall require formal bidding and will be awarded by written contract to the lowest responsible bidder meeting specifications. Requests for bids will be advertised in the California State Contracts Register at: <http://www.cscr.dgs.ca.gov/cscr/>

### **SMALL BUSINESS PREFERENCE**

A Small Business Preference of 5% may be given to bidders who qualify as a small business. To claim the 5% preference (which may not exceed \$50,000 for any bid) the vendor must have its principal place of business located in California and must be verified by the Office of Small Business and DVBE Services. The application of the 5% Small Business preference is also extended to any non-small business that commits to subcontracting at least 25% of its net bid price to California certified small businesses and/or microbusinesses. Questions regarding the preference approval should be directed to that office at:

Office of Small Business and DVBE Services, Room 1-400  
P.O. Box 989052  
West Sacramento, CA 95798-9052  
(916) 375-4940  
<http://www.pd.dgs.ca.gov/smbus/>

### **DISABLED VETERAN BUSINESS ENTERPRISES**

State law requires that state agencies make efforts to achieve a goal of three (3) percent participation for disabled veteran business enterprises (DVBE) in state contracts. For a complete set of the DVBE requirements, see the section regarding Disabled Veteran Business Enterprises at the following website:  
[http://www.calstate.edu/CSP/vendor\\_info.shtml](http://www.calstate.edu/CSP/vendor_info.shtml)

**VENDOR REGISTRATION:** register your company to ensure we have your current information and the goods and/or services your company can provide to the University. This will also help ensure your company is included on bid solicitations.

**The vendor registration website is:**  
<http://www.bidsync.com>

**BID OPPORTUNITIES:** Bid opportunities are listed on the website at:  
<http://bidsync.com>  
Select: bid search  
Region: California  
Organization: State of California  
Department: CSU Pomona

### **PROCUREMENT STAFF**

Main telephone number: 909.869.3400  
Main department FAX: 909.869.5475

#### **Director's Office**

Kathleen Prunty, C.P.M., Director 909.869.3380

#### **Procurement Services**

Debra Schneck, Contract Specialist 909.869.3383  
Lorraine Rodriguez, C.P.M., Buyer III, Lead 909.869.3391  
Becky Pepping, C.P.M., CPPB Buyer III 909.869.6842  
Joan Horn, A.P.P. Buyer II 909.869.4705  
Jackie Miranda, Buyer II 909.869.3436  
Sylvia Moriel, Buyer I 909.869.3384  
Ana Riley, ASC I 909.869.6894