HOW TO DO BUSINESS WITH NAPA VALLEY COMMUNITY COLLEGE DISTRICT

A Complete Vendor Guide

This Vendor Guide is designed specifically for our supplier community as a reference tool. The information provided will assist you in better understanding the District's procurement process and how to do business with us.

January 2026

NAPA VALLEY COLLEGE

INTRODUCTION

Napa Valley Community College District ("District") is dedicated to providing materials, goods, and services at the best value, consistent with the quality needed while upholding the highest legal and ethical standards of responsible business and procurement practices.

The District recognizes the importance of good supplier relationships and will make every effort:

- *To promote fair and equitable treatment of all vendors,*
- *To foster long-term supplier relationships,*
- *To ensure transparency of the open and competitive procurement process.*

This Vendor Guide is for informational purposes only, and is not intended to be a compilation of all legal requirements applicable to the District.

Please send any comments regarding this Vendor Guide to:

Assistant Superintendent/Vice President, Administrative Services
Napa Valley Community College District
2277 Napa-Vallejo Highway
Napa, CA 94558

Website:

https://www.napavalley.edu/about/administrative-services/business-finance/forms-guidelines.html

We appreciate your interest in doing business with the District and wish you much success with your business ventures.

CODE OF ETHICS

The District believes that all person(s) in the procurement process at the Napa Valley Community College District should have a highly developed sense of professional ethics. To strengthen ethical awareness, and to provide high standards of ethical practices, Napa Valley Community College District subscribes to the National Association of Educational Procurement (NAEP) Code of Ethics.

1. Give first consideration to the objectives and policies of the District.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third-party review, insofar as the established policies of the District permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.

PURCHASING VALUES

ENVIRONMENTAL STEWARDSHIP

The District believes responsible environmental stewardship is an integral component of doing business. It is the objective of the District that the supplies, equipment, and services procured by the District support environmentally preferred products and services which have a lesser or reduced effect on human health and the environment when compared to other products and services that serve the same purpose. The purchase of these products is preferred when they perform satisfactorily and are available at a reasonable cost to the District.

Definitions

A. "Environmentally Preferred Products" means products that have a lesser or reduced impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, and/or disposal of product.

B. "Compost Products" means mulch, soil amendments, ground cover, or other landscaping material derived from the biological or mechanical conversion of cellulose-containing waste materials.

C. "Practicable" means sufficient in performance and available at a reasonable cost.

D. "Reasonable Cost" means competitive cost.

Procedure

1. Raise staff awareness on the environmental issues affecting procurement by providing relevant information and training.

2. Encourage contractors, bidders, and suppliers to offer environmentally preferable products and services at a competitive price.

3. Encourage providers of services to consider environmental impacts of service delivery.

4. Comply with all applicable environmental legislative and regulatory requirements.

SUPPLIER DIVERSITY

The District is committed to the maximum utilization of our diverse supplier communities. We encourage our departments to utilize local, minority, disabled veteran, and women-owned businesses as permitted by law.

FAIR WAGES

The District desires that vendors wishing to do business with the District subscribe to fair wage practices and ensure acceptable hours and working conditions (such as compliance with health and safety standards). Public works contracts require prevailing wage compliance. For further information, see http://www.dir.ca.gov/dlse/PWManualCombined.pdf

GENERAL VENDOR INFORMATION

WEBSITE

Administrative Services oversees the solicitation and administration of contracts with outside vendors.

Vendors may contact Administrative Services at (707) 256-7186 to add their contact information to our vendors list.

We encourage you to visit our website at:
https://www.napavalley.edu/about/administrative-services/business-finance/forms-guidelines.html

NEW VENDORS

New vendors must properly complete ***the most current*** IRS Form W-9 before the District may select a new vendor when preparing a Purchase Requisition. Prospective vendors should submit their ***complete and current*** IRS Form W-9 directly to the Business & Finance Office who will review the IRS Form W-9 for completeness. If a prospective vendor fails to properly complete an IRS Form W-9, then the District will not register the prospective vendor in NVC's purchasing system until the District receives a ***complete and current*** IRS Form W-9.

VENDOR PAYMENT & INQUIRIES

The District's purchase order designates the mailing address for vendor invoices. Vendors should submit their invoices directly to:

Accounts Payable
Napa Valley Community College District
2277 Napa-Vallejo Highway
Napa, CA 94558.

Accounts Payable reviews invoices and routes the invoice to the specific department for approval. By approving an invoice, the department's budget manager is attesting to receipt of all goods and services specified on the vendor's invoices. Budget managers should promptly review and approve invoices and return the invoice to Accounts Payable in a timely manner for final processing and payment.

Any vendor inquiries shall be directed to Accounts Payable at 707-256-7177.

PROCUREMENT METHODS AND THRESHOLDS

PURCHASE REQUISITIONS

Employees shall not authorize, make any purchases, or incur any charges contrary to the District policies and procedures and applicable legal requirements. Employees who make purchases in advance of having an approved requisition may be personally liable for the charges. Vendors are expected to be knowledgeable regarding the District's procurement practices.

A Purchase Requisition is a purchase request completed by assigned employees (initiators) within the District's various departments. The department initiator completes a Purchase Requisition and it is then routed through the approval hierarchy. Depending on the department, a Purchase Requisition may require several individuals to approve the purchase request including, but not limited to, the department budget manager and Controller.

When preparing a Purchase Requisition, the initiator must select an existing vendor. If the initiator wishes to use a vendor who is not currently listed in the system, please contact Accounts Payable to register the new vendor into the system ***after*** the vendor submits a fully completed IRS Form W-9. Once the new vendor exists in the system, then the initiator can then select the vendor for the purchase request and complete the Purchase Requisition.

The following methods of source selection are commonly used by the District to acquire materials, equipment, and services in accordance with BP and AP 6330 and 6340:

SMALL PURCHASES (LESS THAN $5,000)

Small, consumable items less than **$5,000** may be made by purchase requisition without quote or bid process.

INFORMAL QUOTES ($5,000-$119,100)

Three written quotes are required for any goods or services between **$5,000-$119,100** (or current bid threshold). A District purchase order will be sent to the awarded vendor.

PUBLIC BIDDING (>$119,100) *

Formal bidding is required for any goods or non-professional services in excess of **$119,100** (or current bid threshold), with the exception of authorized sole source, emergency procurements, and where otherwise permitted by law.

*The contract bid threshold annual adjustment commences every January 1st.

COOPERATIVE AND PIGGYBACK AGREEMENTS

In lieu of seeking competitive bids, as deemed in the best interest of the District, the District reserves the right to utilize current contracts issued by other governmental agencies, cooperative purchasing groups, National Alliances, or other institutions under the same terms, conditions, and pricing structure consistent with the Public Contract and Education Codes.

PUBLIC SOLICITATIONS

INVITATION TO BID

Invitation to Bid (ITB) packages are prepared with specifications, terms and conditions, detailed quantities, instructions for bidding, delivery information and any special requirements for bidding. The date and time of the bid opening is also specified in the ITB.

REQUEST FOR PROPOSALS

Request for Proposals (RFP) are often used for purchases of professional services or where otherwise allowed by law. The RFP includes the relative importance of cost to the District with other evaluation factors such as experience, qualifications, participation of local, minority, disabled veteran, and women-owned businesses, past performance, or other relevant criterion. RFP's are designed for selection of the responsible offer or whose proposal is determined to be the most advantageous to the District, taking into consideration the evaluation factors set forth in the RFP. Rather than detailed specifications, which are contained in sealed bid, the RFP generally includes a series of objectives and scope of work to be accomplished.

ADVERTISEMENT

All formal solicitations are advertised in the local newspaper (Napa Valley Register), under legal ads and are posted at https://www.napavalley.edu/about/administrative-services/request-for-proposals.html

GENERAL SOLICIATION INFORMATION

SPECIFICATIONS

The District shall establish the minimum acceptable standards for all solicitations. This shall include specific quality and performance standards for goods and services. Specifications are determined upon the needs of our faculty, staff, and students.

Any questions, concerns, or objections regarding specifications in a solicitation document shall be directed solely to the Vice President of Administrative Services at Napa Valley Community College District. All inquiries shall be made in writing and answers will be posted. If you feel the specifications impede competition, please contact Administrative Services prior to the deadline for questions as specified in the solicitation.

BID BONDS

The requirement for a Bid Security Bond will be specified in the solicitation when necessary. All security bonds are held in Procurement until award. Upon award, all bonds will be returned unless otherwise specified. If the bond of the awarded vendor is to be held through the term of the contract, it will be specified in the solicitation document.

PAYMENT AND PERFORMANCE BONDS
The requirement for a Payment and/or Performance Bond will be specified in the solicitation if necessary. Performance Bonds may be based on 100% of the bid submittal and/or the required amount may be determined on a project-by-project basis.

BID SUBMITTAL
Each supplier is responsible for ensuring that its bid submittal reaches the Administrative Services office prior to the date and time specified in the solicitation document. The date/time stamp in the Administrative Services office is the official clock for all received bids or proposals.

BID OPENING
Bids are open in public and read aloud. If a supplier is interested in attending a bid opening, please contact Administrative Services at (707) 256-7186 to determine the location in which the opening will be held. Any special conditions to the opening will be designated in the solicitation document.

QUESTIONS REGARDING THE SOLICITATION
To ensure fair consideration for all proposers, the District prohibits communication to or with any officer, board of trustee member, department, division, office, or employee of the District during the solicitation process from the date of issuance of a solicitation through award, except as provided below.

All communications relating to solicitation between proposer (or anyone on proposer's behalf) and the District must be made through Administrative Services in writing. Any communications in violation of this provision may be grounds for disqualifying the offending proposer from consideration for award of a solicitation and/or any future solicitations.

AWARD INFORMATION

LOWEST RESPONSIVE AND RESPONSIBLE BIDDER
After the solicitation opening, results are tabulated, evaluated and analyzed to determine the lowest responsive and responsible bid. The timeframe for completion of evaluation and award varies depending upon the complexity of the solicitation.

BID TABULATIONS AND AWARD RECOMMENDATIONS
Bid tabulations and Notices of Intended Action are issued from Administrative Services and posted on ourwebsite.

REJECTION OF BIDS, RESERVED RIGHTS
The District, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise the solicitation, postpone, or cancel at any time a solicitation

process, or to waive minor irregularities and informalities. The District does not guarantee the award of any Agreement as a result of a solicitation process.

BOARD OF TRUSTEE APPROVAL
Pursuant to Board policy, any award of contracts for goods or services exceeding **$114,800** (or current bid threshold) requires the approval of the District's Board of Trustees.

PROTESTS
If you would like to issue a bid protest, please contact Administrative Services.

POST AWARD INFORMATION

DELIVERY
Goods and services shall only be delivered and/or performed after receipt of an authorized purchase order issued by the District. Acceptance of the delivery is subject to the purchase order's terms & conditions and final contract.

VENDOR DEFAULT
Vendors failing to perform in accordance with the terms and conditions specified in the document will be held in default.

CHANGE ORDERS AND MODIFICATIONS
Changes that occur in price or performance after an award of a solicitation will require a written contract amendment or change to the purchase order. Vendors shall adhere to the requirements specified in the solicitation if a modification is requested after award. Change orders to the original purchase order or modifications to the Agreement can only be authorized by the Vice President of Administrative Services and may be subject to approval by the Board of Trustees.

INVOICE PAYMENTS
All invoices shall be mailed to Accounts Payable, Napa Valley Community College District, 2277 Napa-Vallejo Highway, Napa, CA 94558. For purposes of billing submission and payment procedures, a "proper invoice" by a vendor, consultant or other invoicing party must include specific ordering information and conform to the District's ordering and invoice process.

GIFTS AND GRATUITIES
With the exception of minor promotional items with company logos or advertising, District employees are prohibited from accepting gifts or gratuities from vendors.