



SAN DIEGO STATE
UNIVERSITY
www.sdsu.edu
Contract and Procurement Management
5500 Campanile Drive
San Diego, CA 92182-1616

Accounts Payable
5500 Campanile Drive
San Diego, CA 92182-1611

NEW SUPPLIER APPLICATION PACKAGE



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Dear prospective supplier,

Thank you for your interest in doing business with San Diego State University (SDSU) or (University).

San Diego State University was founded in 1897 and became a part of the California State University System in 1960. SDSU is the third-largest University within the 23-campus CSU System.

Our main campus is located in San Diego, California with the Imperial Valley Campus branches located in Calexico and Brawley, in southeastern California.

All suppliers interested in working with SDSU are required to complete a supplier application package. Please read the following pages to assure you understand the supplier guidelines and requirements. Completed supplier packets can be submitted to SDSU by following the instructions on the Supplier Information Form, page 2, section 6.

For a list of campus departments and staff contacts, please visit the campus directory at www.sdsu.edu/departmental.

For more information on Contract and Procurement Management, please visit our website at <http://bfa.sdsu.edu/financial/procurement>.

For more information on Accounts Payable, please visit our website at <http://bfa.sdsu.edu/financial/acctpay>. Again, thank you for your interest. We welcome the opportunity to work with you.

Kind Regards,

Bruce Petrozza
Director, Contract & Procurement Management

Matt Frankos
Manager, Accounts Payable

Supplier Guidelines

Prior to completing the attached forms, please review the following guidelines:

- Suppliers must obtain a valid Purchase Order before providing goods or services to SDSU. Suppliers shall not provide goods or services to anyone from SDSU without being presented with a valid Purchase Order or a SDSU Procurement Credit Card
- SDSU is not liable for payment of any invoice that does not reference a valid PO number. Invoices submitted with discrepancies between the PO and the invoice cannot be matched and paid. Thus causing serious delays in payment. Any revisions to PO's must be authorized in writing by the Contract and Procurement Management Department. The University reserves the right to delay or withhold payment related to transactions provided without a Purchase Order issued by Contract & Procurement Management and/or receipt of a completed Supplier Information Form ("PDR" STD. 204.)
- Unless noted otherwise on the Purchase Order or contract, invoices should be submitted to Accounts Payable via email to: sdsuapinv@mail.sdsu.edu. It is the University's practice to take advantage of discounts for early payment whenever possible.
- **Each supplier or contractor doing business with the State of California must complete the Supplier Information Form attached ("PDR" STD. 204) (Payee Data Record).** Government entities, federal, state and local (including school districts) are not required to submit a PDR (STD. 204) but a W-9 may be requested.
- Small Business Procurement and Contracts Act: The Govt. Code provides for small business preference where responsibility and quality are equal. See State Legislation (<http://bfa.sdsu.edu/prosrvcs/stateleg.htm>).
- University Faculty and Staff are not authorized to sign contracts prepared by suppliers. Contracts for services or materials must be reviewed and approved by the Contract & Procurement Management department.
- University employees are prohibited from receiving any gift or gratuity as a result of the award of any purchase or contract. Respecting this commitment will help ensure fair and ethical practices.
- The University may utilize existing contracts or proposed solicitations of other local, state, or federal agencies to purchase materials, goods, or services.
- Insurance requirements may vary depending on the services provided; the minimum requirement is one million dollars liability and workers compensation, see Standard Supplier Insurance Requirements.
- All contractors/suppliers are required to adhere to the University terms and conditions of the awarded contract.

The University is committed to a policy of promoting fair and open competition for the acquisition of goods and services to meet its needs. The University will determine the acquisition methodology. When goods or services require competitive bidding, solicitations are posted on **CaleProcure**. For a list of current Bids, please visit <https://caleprocure.ca.gov> Go to See Current Bids. Look up department 6790, CSU San Diego, select "Search" for the current postings.

Contractors must be licensed to perform construction services on the campus of San Diego State University. For more information, please visit www2.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx.

Major public works are competitively bid and advertised with multiple sources, primarily CaleProcure. Contractors must pre-qualify with the CSU Chancellor's Office prior to bidding on any CSU campus for projects in excess of \$634,000. For more information, please visit www.calstate.edu/cpdc/CM/.

By completing the attached Supplier Information Form ("PDR" STD. 204) you will be added to our supplier database that is viewable by all end users on campus.

CONFLICT OF INTEREST:

Contractor certifies that Contractor has no personal or financial interest and no present or past employment activity which would be incompatible or create a conflict with their ability to conduct business with San Diego State University.

Contractor fully understands and agrees to immediately disqualify themselves as soon as they are aware of a conflict of interest that may compromise their fair and impartial ability to conduct business with San Diego State University.

In the event a Conflict of Interest exists CSU requires a Statement of Economic Interests (California Form 700) to be filed by any Supplier who is involved in the making or participation in the making of decisions which may foreseeably have a material effect on any CSU financial interest.

Standard Supplier Insurance Requirements

Suppliers providing service to San Diego State University must be in compliance with our coverage requirements (Liability Insurance and Workers' Compensation). A current insurance certificate must be received by the University prior to providing services such as delivery, repairs, installation, maintenance work or other facility services. No work or services will be permitted unless proof of coverage has been provided. Services related to hazardous materials require increased insurance limits.

The following are the University's **standard** Coverage requirements:

1. Contractor shall furnish to the University prior to the commencement of work an underwriter's endorsement with a certificate of insurance stating that there is liability insurance presently in effect in accordance with the following minimum requirements:
 - General Liability: comprehensive or commercial form minimum limits each Occurrence \$1,000,000, General Aggregate \$2,000,000.
 - Employer Liability: \$1,000,000.
 - Business Automobile Liability: minimum limits for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence.
 - Workers' Compensation: as required under California State Law.
 - Errors and Omission insurance is required for professional service consultants and professional service design architects/engineers.
 - Hold Harmless Provision: reference CSU General Provisions for Service Agreements as maintained in the Contract Resource Library.
2. The certificate of insurance shall provide:
 - (a) That the insurer will not cancel the insured's coverage without thirty (30) days prior notice to the University;
 - (b) That the State of California, the Trustees of the California State University, the University, and the employees, officers, and agents of each of them, are included as additional insured's, but only insofar as the operations under this contract are concerned;
 - (c) That the State, the Trustees, and the University, and the employees, officers, and agents of each of them will not be responsible for any premiums or assessments on the policy.
 - (d) Acceptability of Insurers rating AM Best – AVII or equivalent.
3. Contractor agrees that the bodily injury liability insurance herein provided shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of the University, and the contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event contractor fails to keep in effect at all times insurance coverage as herein provided, the University may, in addition to any other remedies it may have, terminate this contract upon the occurrence of such event.
4. It is permissible to provide an "all operations" insurance certificate in accordance with the above requirements. Contractor should indicate on such certificate the insurance covers all operations during the policy effective date.

"POLICY MANUAL SECTION ICSUAM 5230.300 Insurance Requirements for Service Contracts (Rev. 3/1/12)" (In accordance with Executive Order No. 1069 / Technical Ltr dated March 1, 2012- Code RM 2011-06