



COCHISE COLLEGE

How to Do Business with Cochise College

This summary is designed to help your company participate in the market created by the needs of Cochise College. The demand for goods and services at the College results in a continuous need for items of every nature and description. Chances are that the College is in the market for the items/services you sell. We hope this summary will help you become familiar with our policies and procedures for procurement, which in turn will aid in selling your products/services to the County.

DEPARTMENT ORGANIZATION

Cochise College purchasing procedures are governed by the Policies and Procedures established by the College. These Policies and Procedures may be found at www.cochise.edu/finance.

The Procurement Services Department is a member of the Cochise College Finance Team. The Director of Procurement Services is charged with the responsibility of purchasing all supplies, materials, equipment required or used, the contracts for repairs of property used by the College, and to ensure all purchases comply with the Colleges Policies and Procedures. The Director of Procurement Services is also responsible for the Warehouse operations to include surplus inventory and disposal of all excess, obsolete/unserviceable equipment by auction or other means as provided by policy.

It is the policy of Cochise College that all purchasing shall be conducted strictly in accordance with the Policies and Procedures adopted by the Cochise College. The College will consider:

- The price
- The quality of the product
- The suitability of the product for the intended use.
- The ability, experience, efficiency, integrity, and financial responsibility of the bidder. Where appropriate, the County shall require the bidder to demonstrate that it has a good safety record.

HOW DO I CONTACT PURCHASING?

Cochise County Community College District Procurement Services
901 N. Colombo
HRB 300 Building, Room 318
Sierra Vista, AZ 85635

Phone: 520-452-2631 or 2601

Fax: 520-452-2642

Email: purchasing@cochise.edu

WHAT PROCUREMENT METHODS ARE USED?

Purchases Under \$50,000

- Informal Telephone Quotes/Fax Quotes
- Formal Quotations

Purchases Exceeding \$50,000

- Invitation for Bid (IFB)
- Request for Proposal (RFP)
- Request for Qualifications (RFQ)
- Competitive Sealed Proposals (CSP)

Cooperative Government Contracts

- State Contracts
- Interlocal Government Contracts

HOW DO I GET ON BIDDER'S LIST?

Cochise College has joined Ion Wave Technologies, Inc. to create [Cochise College eBid](#). Vendors will receive automatic notification regarding bids in their commodity class and may download specifications. This system enables us to improve our service to you by providing automatic bid notification and instant access to bid information via the web.

Cochise College strongly urges ALL potential bidders/vendors to register with [Cochise College eBid](#).

General information, regarding current solicitations, is available on the College's web site. Vendors remain on the bidders' list as long as they continue in good standing with Cochise College and return a bid request or respond with a "No Bid" to bid requests.

WHERE AND WHEN ARE SOLICITATIONS ADVERTISED?

- Normally on Sundays in the Sierra Vista Herald.
- Solicitation notices are listed on the Procurement web site and can be seen by selecting "Current Bids".

HOW CAN I RECEIVE SOLICITATION INFORMATION?

- Vendors registered with [Cochise College eBid](#) will automatically receive notification of IFB's, RFP's, RFI's, and RFQ's for the commodities they have chosen.
- A list of current IFB's, RFP's, RFI's, and RFQ's will be displayed on the Purchasing website, under "Current Bids".
- Vendors registered with [Cochise College eBid](#) will be able to download IFB's, RFP's, RFI's, and RFQ's directly from the website at no charge.

WHEN AND WHERE ARE BIDS OPENED?

Cochise County Community College Procurement Services
901 N. Colombo
Sierra Vista, AZ 85635

Responses are opened on the Date, Time, and Room location specified in each individual solicitation.

WHO CAN ATTEND THE SOLICITATION OPENINGS?

Everyone is welcome to attend openings.

WHO WILL SEE MY PRICES?

Except for Requests for Proposals, all solicitations are public information once they have been opened.

MAY I SUBMIT A LATE SOLICITATION RESPONSE?

Cochise College does not accept late sealed bids/proposals. The time/date stamp clock in the Cochise College Procurement Services Department, 901 N. Colombo Avenue, Room 318, Sierra Vista, AZ 85635, office shall be the official time of receipt for all Invitation for Bids (Bid) and Request for Proposals (RFP). Bid's and/or RFP's received after submission deadline shall be returned unopened and will be considered void and unacceptable.

WHAT FACTORS DETERMINED TO WHOM THE SOLICITATION IS AWARDED?

All solicitations are awarded to the responsible bidder who submits the lowest and best bid taking into consideration all evaluating factors.

WHERE DO I SEND INVOICES?

Cochise County Community College Accounts Payable
901 N. Colombo
HRB 300 Building, Room 322
Sierra Vista, AZ 85635

WHEN CAN I SEE A BUYER?

Cochise College Procurement Services personnel are available Monday through Thursday from 8:00 AM to 4:30 PM, for vendor appointments. However, due to workload it is advisable to call ahead for an appointment.