

Los Angeles City College Administrative Services "How To" Book	Other Miscellaneous Purchases	VII D-11
How Do I Purchase From Contract Vendors?		

A. Brief Description

These procedures are established to guide staff through the purchasing process for contract vendors. Contract Vendors are vendors already selected by the District Purchasing Office through competitive bidding to provide services or goods to the District and its nine colleges, without any further competition for a given period. At present, the District has two contract vendors, OfficeMax (vendor #1004735) and Grainger (vendor #1002427).

The District Purchasing Office has access to the State Contract Vendors that can be accessed via the SAP system through the transaction code ZVENCODE. This screen is not made available to other staff members.

B. How To

1. There are no significant differences between purchasing from a contract vendor and a regular vendor. The only major difference is that there is no need to obtain three different vendor quotations when purchasing from a contract vendor for purchases greater than \$1000.00 but less than \$72,400.00 (statutory bid limit).
2. Purchases equal to or greater than \$72,400.00, statutory bid limit, must be submitted to the District Purchasing Office for bid advertising. Contract Vendors are welcome to bid.
3. The Purchasing procedures that are applicable to regular and contract vendors (except for obtaining three bids) can be found in Sections 4.1, 4.2 & 4.3 of this Purchasing Manual.
4. Quotation can be obtained from OfficeMax through its catalog, website or telephone (tel: 877-969-6629, fax 877-9691629). OfficeMax products are primarily office supplies, office machines, electronics, computer software, computer hardware and peripherals, audio/visual, etc.
5. OfficeMax discount can be obtained only through the website or telephone quotations.
6. OfficeMax catalog pricing does not provide any additional discount to the catalog prices. It is therefore advantageous to obtain quotations via the internet or telephone. The website address for OfficeMax solutions is <http://www.officemaxsolutions.com/html/index.shtml>. The User Name for LACC

staff to access the catalog via the website is **LACCD**. The Password is **boise2**. The consignee number **#850741** must be placed on the quotation.

7. Quotation can be obtained from Grainger by calling 1-888-838-1933. The discount is already built into the District account and the prices on the quotation will reflect the discounted prices. Grainger products and services are primarily used by the Plant Facilities Department.