The Communication Center is open Monday – Thursday 8:00 am – 7:00 pm and Fridays 8:00 am – 4:30 pm.

All facsimiles received through the Communication Center will be placed in the appropriate mailbox.

The Communication Center is open Monday – Thursday 8:00 am – 7:00 pm and Fridays 8:00 am – 4:30 pm.

Office Hours: 8:00 am – 4:30 pm, Monday - Friday

Purchasing also serves as a “hub” for the college’s communication/mailroom needs.

**Contact Information**

Mark B. Logan, C.P.M., CPPO, Director of Purchasing
mlogan@cerritos.edu

Stephanie Barlow, Administrative Secretary
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Inez Pineda-Ruelas, Lead Buyer
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Rick Smith, Lead, Warehousing & Delivery
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Miguel Arias, Warehousing & Delivery Assistant
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Ivette Blanchard, Mail Clerk/Switchboard Operator
iblanchard@cerritos.edu

**Delivery Information**

The Purchase Order number must appear on all packages and packing slips associated with each order.

Materials shipped to the college shall be directed to the District Warehouse located at:

11051 166th St. Cerritos, CA 90703.

**Mailroom Hours**

The mailroom is open to Cerritos College Faculty and Staff from 8:00 am – 7:00 pm Monday through Friday.

Mail is picked up at 3:30 pm daily – all outgoing mail must be received in the mailroom prior to 3:30 pm; if the mailing is large, all mail must be in the mailroom by 2:30 pm for processing.

FedEx is picked up at 3:00 pm. Envelopes and FedEx forms are available in the mailroom.

All facsimiles received through the Communication Center will be placed in the appropriate mailbox.

The Communication Center is open Monday – Thursday 8:00 am – 7:00 pm and Fridays 8:00 am – 4:30 pm.

**Mission Statement**

The mission of Purchasing is the judicious procurement of goods and services for students, faculty, and staff to have the necessary tools and resources they need to be successful and advance the mission of the college.

Public trust is maintained by conducting business with integrity, ethics, and transparency in accordance with California procurement law and best practices.

www.cerritos.edu/purchasing
**ABOUT THE DISTRICT**

The Cerritos Community College District (CCCD) was founded in 1955 and serves the communities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs, and South Gate.

**NOTICE TO PROSPECTIVE VENDORS**

A vendor desiring to do business with the District should complete the Vendor Information Form located on the Purchasing Department website under the “Vendors” link, and submit it along with any other pertinent company information. Once your application is on file you will be notified when opportunities arise.

Being added to the vendor list does not constitute a contract with the District. Being added to the list only signifies your interest in doing business with the District.

Vendors are encouraged to make appointments before coming to the office. Routine “courtesy” visits are discouraged as they can disrupt the daily workflow. To make an appointment, please call 562-467-5203.

The Cerritos College Purchasing Department has adopted the Values and Guiding Principles of Public Procurement which was developed collaboratively with stakeholder organizations lead by the National Institute of Governmental Purchasing (NIGP). The Values and Guiding Principles provide the foundation for the standards of practice for public procurement. For more information on the Values and Guiding Principles project, please visit [http://principlesandpractices.posterous.com/](http://principlesandpractices.posterous.com/).

**PURCHASE ORDERS**

The policies and procedures that govern CCCD are found in the codes outlined for the State of California community colleges and those policies adopted by the District’s Board of Trustees.

Under the law, the Board of Trustees has the ultimate responsibility for purchases and contracts of the District. The Board of Trustees, in accordance with Education Code Section 81656, delegates to the Director of Purchasing the authority to purchase supplies, materials, apparatus, equipment, and services involving expenditures by the District up to, but not to exceed $83,400 for goods and services (adjusted annually) in accordance with Public Contract Code (PCC) 20651 et. seq., and in accordance with the California Uniform Public Cost Construction Accounting Act (CUPCCAA) per PCC 22030-33045 for public works projects.

Purchases made in the name of the District without a Purchase Order, shall be considered an obligation of the person making the purchase and not an obligation of the District.

**CONTRACTS**

Contracts are required for all services performed, such as repairs, maintenance agreements, auditing or legal services, transportation services, etc.

All contracts must be signed by a Board authorized representative and the contractor prior to the commencement of any/all services.

**BILLING/PAYMENT**

To expedite payment, all invoices shall be directed to:

Cerritos College  
ATTN: Accounts Payable  
11110 Alondra Blvd.  
Norwalk, CA 90650

Invoices sent elsewhere may delay payment; all invoices must include the correct and current purchase order number.

**CONTRACTOR PREQUALIFICATION**

Contractors who wish to be prequalified with the District for public works projects can visit the Purchasing Department’s website at [www.cerritos.edu/purchasing](http://www.cerritos.edu/purchasing) for the prequalification options in the “Contractor Opportunities” area. Please note there are two prequalifications — Formal Bids and Informal Bidding List.

**FORMAL BIDS (PUBLIC WORKS)**

Formal bids are posted on the website and advertised in the Press Telegram. The ads are published once a week for two consecutive weeks and are found in the legal section.

All bidders are required to provide a bid security in the amount specified in the Bid Package. A pre-bid meeting and job walk may be mandatory; contractors must be on the approved prequalified list prior to the notice inviting bids.

The Bid Opening is open to the public. The intent is to determine the apparent lowest responsive, responsible bidder. Presence is not required although vendors/contractors are encouraged to attend.

All bids will be received only in the Purchasing Department Office, in a sealed envelope identified with the bid name and number, prior to the date and the time specified in the Bid Package.

The date stamp in the Purchasing Office determines whether or not a bid is received on time. Bids received after the scheduled time will be returned unopened to the bidder.

After bids and supporting documentation have been verified and analyzed, a recommendation shall be made to the Board of Trustees at the following Board meeting.

**CURRENT BID OPPORTUNITIES**

Vendors wishing to view current bid opportunities may visit the Purchasing Department’s website at [www.cerritos.edu/purchasing](http://www.cerritos.edu/purchasing), located under the “Contractor Opportunities” area.

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**www.cerritos.edu/purchasing • 562-467-5203 • 11110 Alondra Blvd., Norwalk, CA 90650**