

**University of California, Davis**  
**Strategic Sourcing Campus Profile**  
**Purchasing, Supply Management, and E-Procurement**

**UC DAVIS CAMPUS**

**STANDARDIZED INFORMATION**

**Location:** UC Davis has approximately 408 departments, 1184 buildings, and is located on a 5,300 acre campus eleven miles West of Sacramento, California.

**Population:** UC Davis has 29,168 employees and 30,475 Students (fall 2006)

**Campus web address:** <http://www.ucdavis.edu/index.html>

**Brief overview** UC Davis was established in 1908 as the University's Farm School

**Colleges/ schools/ divisions:**

4 colleges (Agricultural and Environmental Sciences, Biological Sciences, Engineering, Letters and Science). 5 professional schools (Education, Law, Management, Medicine, Veterinary Medicine). UC Davis provides administrative support for the UC Agriculture Natural Resource Division with locations throughout California, from the Oregon to Mexican borders. UC Davis also provides purchasing services to the UCD Washington Center located in Washington DC. UCD long range development plan may be viewed at:

<http://www.ormp.ucdavis.edu/environreview>

**Addresses & websites for:**

- Campus web page: <http://www.ucdavis.edu/index.html>
- Campus Materiel Management web page: <http://ucdmm.ucdavis.edu/>
- Purchasing & Strategic Sourcing Team:  
<http://purchasing.ucdavis.edu/about/teamassign.cfm>
- Campus Accounting: <http://accounting.ucdavis.edu/>
- Campus Transportation and Parking Services:  
<http://www.taps.ucdavis.edu/>
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**Website/URL for System-wide Administrative Calendar:**

<http://www.ucdavis.edu/calendar/>

**LOCAL INFORMATION: CURRENT SITUATION ON CAMPUS**

Transactions between Animal Care Supplies and the University are primarily handled through Center for Animal Science.

- **Customer Service Process Requirements:**
  - --Vendor campus field representative, weekly on campus.
    - Inside sales assistance.
    - Expediting services/tracking and invoice follow-up.
    - Immediate return authorization process.
    - Dedicated customer service call number.
  - If it is determined that direct deliveries (Desktop) are feasible and more economical, the University expects that supplier shall have at least one truck on campus 5 times per week. Most deliveries will occur during normal working hours (8:00 AM to 5:00 PM, Monday through Friday). Supplier shall immediately notify University of service or safety issues observed while servicing accounts and shall serve as an information and training resource to University laboratory staff.
  - Placing orders and delivery schedules for direct delivery: If it is determined that direct deliveries (Desktop) are feasible and more economical, Supplier is required to work closely with each order point since delivery schedules are determined by each individual laboratory or department. Departments are authorized to issue release orders (Department Purchase Orders [DPO]) to the supplier and may use standing-orders or Purchasing Department Generated Specific and/or Blanket orders as needed.
  - **Delivery locations:** Supplier shall have the capability to service the estimated 350 campus locations as well as locations statewide which include, but are not limited to:
    - University of California, Davis Medical Center, Sacramento, CA.
    - University of California, Davis Marine Laboratory at Bodega Bay, CA.
    - Veterinary Teaching and Research Center, Tulare, CA.
    - Kearney Agriculture Center, Parlier, CA.
    - California Animal Health and Food Safety Laboratories in Fresno, San Bernardino, Tulare and Turlock, CA.
    - There are 15 Animal Care Facilities that may receive supplies by a bobtail truck.
  - **Security procedures:** Delivery locations represent various levels of security; from simple access to high security. Supplier shall follow University building and equipment security procedures as directed by University staff at the specific delivery location, the Fire Department or the Police Department. University shall designate an authorized contact at each delivery location.

- **Reporting:** Supplier shall be responsible for providing quarterly sales reports to the Campus Strategic Sourcing team, examples; all sales volume by product (catalog items), by quantity and dollar total, cost savings generated, recycled/sustainable products purchased, etc. Specifics for each campus to be named upon contract award and implementation.
- **Supply Management & Purchasing Model:**  
UC Davis fully embraces the Strategic Sourcing and E-Procurement business models.

**Campus Vehicle Access:**

Vehicles accessing the core campus area must adhere to core campus lock-down periods (10-minutes before the hour until noontime, and 10-minutes after the hour starting at 1:00 PM daily). They also need to be aware of campus driving practices due to the thousands of bicyclists and pedestrians that share the roadway. For more details, please refer to Transportation and Parking Services. Parking permits are required for all persons to park on University property. It is the Contractor's responsibility to obtain and pay for parking permits during performance on any contract. Permits must be obtained directly from University Parking Services, Dairy Road, North of the West Entry Parking Structure, 530-752-7657. Contractor is permitted to purchase a University "V" parking permit, but the University does not guarantee a convenient "V" parking space.

- **Purchase Ordering Processes**

- **P-card Users:** Approximately 892 card holders

- **E-Procurement/E-Commerce:**

Vendor is required to provide static catalog and/or punch-out if requested by UCD. Vendor must be able to accept PO's based on cXML 1.2 standards. (Please see E-Procurement information at end of document).

- **Low Value Purchase Authorization:**

All departments have a low value delegation of \$4,999 per order per vendor per day off Agreement and a designated higher limit or unlimited with an UC or Davis campus Agreement.

- **Phone orders:**

Supplier must accept.

- **Fax orders:**

Supplier must accept.

- **Technology in Use and Requirements:**
  - Vendor must be able to accept PO's based on cXML 1.2 standards. (Please see E-Procurement information at end of document).
  - Internal financial system developed by American Management Systems. UCD has developed a web-based E-Procurement purchasing and payable system.
  
- **Delivery Model Requirements**
  - **Note:** UCDBuy suppliers must provide desktop delivery.
  
  - Storehouse/resale & Receiving model - Deliveries are currently going to two centralized locations:
    - Central Storehouse/Receiving and Student Housing. Central Storehouse/Receiving delivers to approximately 75 separate locations on campus.
  
  - Desk top - JIT model direct from supplier.
  
  - Cross dock - One or a few (4-6) central receiving areas then redistribute. JIT model internally (flow through).
  
- **Special Handling Requirements**
  - Hazardous shipments containing dry ice, are handled at Central Receiving, as well as shipped directly from a few departments (i.e. Primate Center).
  - Controlled substances are delivered to Central Receiving for distribution to departments.
  - Central Receiving is equipped with a "deep dock," thus, the majority of larger freight shipments are handled from this location; however, Central Receiving also handles smaller to mid-sized items.
    - \*\*\*There are several areas on campus with loading access (i.e. SOM, Engineering etc.).
  - Large trucks may have difficulty maneuvering on core campus. Dock facilities and material handling equipment are not available at every delivery location.
  - Express Delivery carriers, such as FedEx, UPS, DHL, USPS Express Delivery, etc. make deliveries directly to departments. Regular mail goes through the campus Materiel Management Mail Division.

- **Central Receiving Hours and General Information**  
 Central Receiving hours of operation are Monday through Friday 8:00 AM - 5:00 PM and it closes daily from Noon until 1:00 PM. Vendors must NOT drop-ship freight items, and deliveries must NOT conflict with Central Receiving's hours of operation. Deliveries that arrive in conjunction with the lunch hour and closing times must NOT interfere with scheduled shifts. Currently there are approximately 12 routes that deliver to approximately 300 locations on campus and within the City of Davis, and a route designated for UCDCMC that delivers to all locations except the main hospital. The Department of Transportation requires hazmat labeling for vehicles that operate on public roads (i.e. campus roads such as Old Davis Road, etc.).
  
- **Environmental Health & Safety (EH&S) Issues:**  
 All controlled items require use authorization by EH&S Department.
  
- **Payment/settlement process requirements:**
  - **EFT:** *Required.*
  - **EDI:** *Required in a web based E-Procurement environment.*
  - **P-card:** *Required. (Approximately 961 card holders)*
  - **Check:** *Required.*
  - **Price, quantity, item accuracy/tolerance +/-:** *No tolerance.*
  - **Proof of shipment, packing list, receiving documents, etc:**  
*Required upon request.*
  - **Incentive / Patronage Payments:** *As required per contract terms.*  
 Incentive payment checks for UCD Davis shall be made payable to the Regents of the University of California and mailed to:

Diane Plocher, Assistant Accountant  
 University of California, Davis  
 Cashier's Office  
 1200 Dutton Hall  
 Davis, CA 95616-5270  
 Phone: 1.530.754.6824  
 Email: dkplocher@ucdavis.edu

*\*\*The following notation **MUST** be included on each check:  
 "Strategic Sourcing Patronage Incentive Payment: Account #3-  
 MMEP000"*