VENDOR GUIDELINE
Acquiring Information on New Vendors

Definition of a New Vendor
Any company or individual that Hartnell intends to do business with for the first time is a new vendor. Hartnell needs to obtain required information about new vendors prior to doing business with them – this includes Check Request vendors as well as Purchase Order vendors. If you are not sure whether a vendor is new or not, please contact the Purchasing Department.

Note regarding Mercury Commerce
If you do not find a vendor you are looking for, the vendor may not necessarily be new – only a core of frequently used vendors was uploaded from Datatel, and some were unavoidably missed. Please contact the Purchasing Dept to determine if a vendor is new before sending any forms.

Required Documentation
Once it has been determined that a vendor is new, the vendor needs to fill out the Vendor Information Sheet. Vendors providing services (including food services) need to also submit a copy of their Business License and a Certificate of Insurance showing Hartnell as insured for no less than one million dollars ($1,000,000.00). All documentation needs to be submitted by the vendor to the Purchasing Department.

Only after the documents are received by Purchasing and reviewed for completeness will a vendor be added to our system. Purchase Orders and payments cannot and will not be made to the vendor until their profile is created.

Documentation – Forms (all vendors)
The Vendor Information Sheet and Vendor Info Sheet Letter, can be found on the website in the Purchasing folder.

Send the Vendor Information Sheet and the Vendor Info Sheet Letter to the prospective vendor (email, fax or regular mail). Send a copy of just the letter to Purchasing (a) so the vendor’s response can be anticipated, and (b) to provide an internal point of contact if there are any questions.

Vendor Info Sheet Letter:
Has fields that are designated with “<…>” and are to be filled out by the Hartnell employee desiring to do business with a new vendor. These fields are for the Vendor Name/Address/CSZ, the Current Date, the “Dear…” and the HC Employee Name and HC Employee Title in the signature section. (It is important that the Hartnell employee use their own name and title so Purchasing knows who to contact.)

Vendor Information Sheet:
Send as-is to the vendor along with the Vendor Info Sheet Letter.

Documentation – Other (service vendors)

Business License
Required for a business to legally operate; issued by the city the business operates in.
Certificate of Insurance
Throughout the term of the Purchase Order and any extension thereof, Vendor, at Vendor’s expense, shall maintain an insurance policy issued by an insurance company satisfactory to and in a form approved by the Chief Business Officer, Hartnell Community College District. Said insurance company shall have a policyholder’s surplus of at least ten (10) times the amount of the liability coverage under said policy. Said policy shall afford liability insurance coverage of Vendor’s operations, including – but not limited to – premises, products, and personal injuries. Said policy shall be expanded to include contractual liability assumed under the Purchase Order with respect to bodily injuries, personal injuries, and property damage. Policy shall include the Hartnell Community College District, its Board of Trustees, officers, employees, and agents as additional insured and shall stipulate that no other insurance affected by District will be called on to contribute to a loss covered thereunder. Said policy shall cover loss or liability for damages for bodily injury, personal injury, death, or property damage for a single limit of not less than one million dollars ($1,000,000.00) applying to bodily injuries, personal injuries, and damages in any one occurrence.

Policy shall provide that written notice of cancellation, or of any material change therein, shall be delivered to Support Operations, Hartnell Community College District, 411 Central Avenue, Salinas CA 93901, by the issuing company within thirty (30) days in advance of the effective date thereof. Vendor shall increase the aforesaid limit upon the written demand of the Chief Business Officer of the District provided that such increase is found reasonable and necessary by the District.

A Certificate of Insurance showing the required coverage and the endorsement of additional insured shall be delivered to the District prior to the Vendor’s commencing service of this Purchase Order. On the renewal anniversary of said policy, if the term of the Purchase Order has been extended, District will accept a Certificate of Insurance from the insurance company indicating that the policy has been renewed without change.

Check Request vs. Purchase Order
No business should be transacted with any vendor prior to a valid PO being received by the vendor unless payment is being made by Check Request. Check Requests are used for:

- Entertainment/Speakers
- Memberships/Dues
- Subscriptions
- Reimbursements
- Conference Registrations
- Travel
- Invoices for the above criteria only

All other transactions (tangible goods, food/catering, services other than entertainment/speakers and any invoices for such) must be assigned a PO.