

Chapter 3510 - Procurement Services

3510 PROCUREMENT SERVICES

(Revised 9/91)

The Office of Procurement, Department of General Services, can be of assistance to State agencies in all matters relating to prerequisite investigation of possible supply sources and alternative product examinations, specification preparation, inspection and receiving practices, quality control, order follow-up and materials, expediting and the enforcement of the terms and conditions of purchase orders issued by the Office of Procurement.

3510.1 SPECIFICATIONS SECTION

(Revised 10/74)

The Specifications Section staff of the Office of Procurement, Department of General Services, can assist agency personnel in the preparation of the description and specifications of their purchase requirements before they are submitted on purchase estimates. Copies of standard specifications are available upon request; aid is available for developing descriptions of nonstandard commodities.

3510.2 AGENCY RESPONSIBILITIES

(Revised 9/91)

Issuance of a purchase order by the Office of Procurement, Department of General Services is only one part of the buying process. The agency for whom the merchandise is purchased also has important functions to perform in this process. Following are some of the responsibilities of receiving personnel:

1. Receiving clerk must have a copy of order document to answer these questions:
 - a. Is delivery significantly late, unsatisfactory, or incomplete?
 - b. Does the item comply with the specifications and packaging requirements?
 - c. Are any inspection stamps or special labeling required and are they in evidence?
 - d. Has the shipment been inspected by the most qualified person available?
 - e. Have all the terms listed on the Purchase Order been met?
 2. Maintain copies of Purchase Orders on file when contractors have responsibilities into future fiscal years.
 3. Quality problems and questions should be directed to the Quality Control Section. See SAM Section 3510.3.
 4. Purchasing problems and questions should be directed to the Buyer whose name and phone number appear on every Contract and Purchase Order issued by the Office of Procurement.
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3510.3 QUALITY CONTROL SECTION

(New 2/71)

Quality Control assistance is available from the Office of Procurement, Department of General Services, for agencies throughout the State. The Quality Control Section should be contacted in the event:

- » An agency has questions as to whether an item delivered against a purchase order meets specifications. (If necessary, Quality Control will arrange to inspect the item in question.)
 - » Equipment or supplies received and placed in service do not appear to be performing as expected or represented by the seller.
 - » You are receiving poor service, or experiencing other problems after items have been received.
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3510.4 REJECTION OF SUBSTANDARD COMMODITIES

(Revised 10/74)

Failure to meet any of the requirements stated on the purchase order is grounds for rejection. Acceptance of substandard material defeats our standards program. In each case, however, common sense must also be used in deciding upon accepting or rejecting. The Quality Control Section of the Office of Procurement, Department of General Services, should be contacted if the agency is not certain as to the action it should take.

The actual data of delivery and the condition of the merchandise at the time of delivery is seldom, if ever, known by the Office of Procurement Buyer. Copies of all correspondence concerning purchase orders should be sent to the Office of Procurement area office and to the Quality Control Section, Office of Procurement, in Sacramento. If there is any doubt about the quality of a shipment, report the problem to the Office of Procurement and get the advice of the Buyer before scheduling the invoice for payment.
