



**COMMUNITY COLLEGE OF
ALLEGHENY COUNTY**

SUPPLIER GUIDE TO PURCHASING

**DISTRIBUTED BY:
CCAC PURCHASING DEPARTMENT
OFFICE OF COLLEGE SERVICES
800 ALLEGHENY AVENUE
PITTSBURGH, PA 15233
412-237-3020
412-237-3195 (FAX)**

Website: www.ccac.edu

Bids and RFPs:

<https://www.ccac.edu/business/rfp-bids.php>

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A SPECIAL WORD TO DISADVANTAGED AND MINORITY SUPPLIERS

CCAC is committed to strengthening the communities we serve by identifying disadvantaged, minority, and women owned businesses which can provide goods and services required in our operations. We seek to create business partnerships that enhance our customer service, sustain economic vitality and better the communities we serve.

We want to help disadvantaged, minority, and women owned businesses overcome obstacles that might interfere with doing business with the college such as being unfamiliar with bidding procedures and purchasing regulations. The CCAC Purchasing Department has an open door policy with suppliers. All are welcome to set up an appointment with the appropriate personnel to discuss how we may form a mutually beneficial business relationship.

SPONSOR

The Community College of Allegheny County was established with the Community College Act of Pennsylvania in 1963. The Act provided for the creation, establishment and operation of community colleges. The Community College of Allegheny County began operation in 1966 with Allegheny County as its local sponsor.

FUNDING

The Community College of Allegheny County derives about one-third of its funding from the State of Pennsylvania, one-third from the County of Allegheny, and the remaining third from student tuition. Additional funding is often made available from federal and private grants.

AUTHORITY

The Board of Trustees of the college represents the final authority concerning major procurement awards. The Board of Trustees meets monthly, generally on the first Thursday of each month, to fulfill this obligation. Public notice of such Board meetings is published in the Pittsburgh Post-Gazette and the New Pittsburgh Courier.

AUTHORIZATION

Suppliers to the college are cautioned against providing materials or services to the college without a purchase order (PO) number that has been issued by the Purchasing Department. The Accounts Payable Department will not pay invoices that do not contain a PO number.

Only CCAC purchasing personnel are authorized to commit college purchase orders with suppliers. No verbal or written comments by other personnel should be construed by a supplier as a form of legal authorization or obligation on the behalf of CCAC.

PURCHASING DEPARTMENT OBJECTIVE

To maintain an “open door” procurement policy that provides opportunity for all suppliers, regardless of race, color, creed, or sex to compete for ever-present operating needs of the college. To this end, we shall work to promote amiable supplier relations, show concern for our supporting community and to establish respect for the college’s image.

PURCHASING POLICIES

The Financial Control Policies and Procedures of the college are hybrid regulations having their roots in the Second Class County Code of Pennsylvania and other regulations required by the Board of Education and the Community College Act itself. A simplification of these policies is attempted through the information provided within this booklet.

GRATUITIES

CCAC employees or members of their families are prohibited from accepting gifts from suppliers. All that we require to evidence appreciation of our business relationship is your continued support by providing CCAC with the highest quality goods and services at your most competitive prices.

PROFESSIONAL MEMBERSHIPS

The CCAC Purchasing Department is enrolled as a member of the Institute for Supply Management and the National Association of Educational Buyers. We endorse the principles upon which those organizations are founded.

STATE AND COUNTY CONTRACTS

Since CCAC is considered an instrumentality of the Commonwealth of Pennsylvania and is sponsored by Allegheny County, the college may buy against any State of Pennsylvania or Allegheny County contract if deemed by the college to be advantageous. Therefore, it may be beneficial to your firm to alert CCAC purchasing personnel of any such contracts held with the State or County.

Established Procurement Thresholds

1. Bid Thresholds for Construction and Repairs (in accordance with Article 35.51 of the PA Code):
 - a. Contracts less than \$5,000.00 may be awarded without soliciting competitive quotes or bids at the discretion of the buyer.
 - b. Contracts exceeding \$5,000.00, but less than \$20,000.00 require competitive quotes from at least three responsible bidders and shall be awarded to the lowest responsible bidder.
 - c. Contracts in excess of \$20,000.00 require the solicitation of sealed, publicly advertised, competitive bids and shall be awarded to the lowest responsive bidder.

2. Bid Thresholds for All Other Purchases (excludes services of a professional nature or sole source):
 - a. Contracts less than \$10,000.00 may be awarded without soliciting competitive bids at the discretion of the buyer.
 - b. Contracts exceeding \$10,000.00, but less than \$30,000.00 require competitive quotes from at least three responsible bidders and shall be awarded to the lowest responsible bidder.
 - c. Contracts in excess of \$30,000.00 require the solicitation of sealed, publicly advertised competitive bids and shall be awarded to the lowest responsive bidder.

Bids and RFP's are publicly advertised in the Pittsburgh Post-Gazette legal ad section and in the New Pittsburgh Courier a minimum of one time at least ten (10) days prior to the due date. They are also posted on the CCAC website at:
<https://www.ccac.edu/business/rfp-bids.php>

CCAC CONTACT INFORMATION

Suppliers are not restricted to the Purchasing Department for promoting their products or services within the college system. However, final purchasing authority rests solely within the Purchasing Department. Buyers will assist you in campus liaison endeavors, or you may wish to contact users directly. The following are key contacts at each CCAC location.

Location	Dean of Administration	Physical Plant Supervisor	Housekeeping Supervisor
Allegheny Campus 808 Ridge Avenue Pittsburgh, PA 15212	Elena Manges 412-237-2578 emanges@ccac.edu	Richard Warren 412-237-2552 rwarren@ccac.edu	Richard Graham 412-237-2552 rgraham@ccac.edu
Boyce Campus 595 Beatty Road Monroeville, PA 15146	Devin Wilson 724-325-6631 dwilson2@ccac.edu	Marty Palma 724-325-6765 mpalma@ccac.edu	Timothy Fox 724-325-6623 tfox@ccac.edu
Office of College Services (Administration Building) 800 Allegheny Ave. Pittsburgh, PA 15233	Mike Cvetic 412-237-3146 mcvetic@ccac.edu	Richard Warren 412-237-3111 rwarren@ccac.edu	Richard Graham 412-237-2552 rgraham@ccac.edu
North Campus 8701 Perry Highway Pittsburgh, PA 15237	John Boehm 412-369-3629 jboehm@ccac.edu	Brian Richards 412-369-3650 brichards@ccac.edu	Aaron Kotys 412-369-4163 akotys@ccac.edu
South Campus 1750 Clairton Road West Mifflin, PA 15122	Sharon Mills 412-469-6252 smills@ccac.edu	Marty Palma 412-469-6267 mpalma@ccac.edu	Doug Hunter 412-469-6206 dhunter2@ccac.edu

College Centers:

Braddock Hills Center
250 Yost Blvd.
Pittsburgh, PA 15221
412-271-0201

Homewood Brushton
701 N. Homewood Ave.
Pittsburgh, PA 15208
412-371-1600

Washington County Center
1500 W. Chestnut St.
Washington, PA 15301
724-223-1012

West Hills Center
1000 McKee Rd.
Oakdale, PA 15071
412-788-7500

PURCHASING AND CONTRACTS DEPARTMENT DIRECTORY

Name	Title	Telephone	Responsibilities	e-mail
Michael G. Cvetic, C.P.M.	Director of Purchasing/ Business Manager - Office of College Services	412-237-3146	Construction and Renovations, Consulting, Information Technology Hardware and Software, Imaging, Moving Services, Office Equipment/Copiers, Security Guard Services, Telephones, Sale of Surplus Equipment	mcvetic@ccac.edu
Duvall A. Aiken	Senior Buyer	412-237-3023	Maintenance of Physical Plant, Housekeeping, Office Supplies, Building Security Systems, Elevators and Escalators, Refuse/Recycling, HVAC, Pest Control, Uniforms, Vehicles	daiken@ccac.edu
Joseph Pugliano, C.P.M.	Senior Buyer	412-237-3022	Printing, Typesetting/Design, Mailing Services, Advertising, Medical/Lab/Classroom Supplies, Transportation Services, Catering, Books and Publications, Courier Service, Promotional Products, Furniture	jpugliano@ccac.edu
Laura McCarthy	Senior Secretary	412-237-3020	Administrative Assistant	lmccarthy@ccac.edu

DEPARTMENT CONTACT INFORMATION

Accounting

Connie Dyer
Director of Accounting
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Accounts Payable

Leah Taylor
Accounts Payable Supervisor
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ltaylor3@ccac.edu

Community Development

Mary Jo Guercio
College Director of Community Training
& Development
412-237-2723
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Facilities Management

J.B. Messer
Chief Facilities Officer
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Human Resources

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Vice President of Human Resources
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Public Relations

Elizabeth Johnston
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Workforce Development

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VP for Workforce Development
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Information Technology Services

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Student Success and Completion

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Marketing and Communications

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Office of Diversity and Inclusion

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and Inclusion
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Safety, Security, and Risk Management

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Planning and Institutional Research

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Financial Aid

Jamie Hightower-Poindexter
Exec. Director of Financial Aid
412-237-3041
jhpoindexter@ccac.edu