

ITEMS REQUIRING SPECIAL ATTENTION WHEN EXECUTING STD. 65s

2664

(May 2005)

BILL TO ADDRESS

2664.1

(May 2005)

The “Bill to” address shown on the [STD. 65](#) identifies for the supplier where related invoices must be submitted for payment. [Most often, this address is the purchaser’s mailing address.](#) This address is particularly critical in determining whether or not a supplier’s misdirected invoice is eligible for prompt payment penalties.

[Please note that the billing address is NOT the address of the Department Accounting Office. For Sacramento Headquarters units, the unit name must be included with the post office box number.](#)

SHIP TO ADDRESS

2664.2

(May 2005)

The “Ship to” address located on the STD. 65 identifies the physical location of where the products being purchased are to be delivered. Information must include the [complete CAL FIRE facility or shipping location and contact person’s name and phone number.](#) Because most commodities cannot be delivered to a post office box, always provide the street or shipping address, including city state and zip code, when [specifying delivery location.](#)

GROUND TRANSPORTATION

2664.3

(May 2005)

All shipments will be made by ground transportation unless otherwise specified on the STD. 65. [Refer to Section 2665, Transportation Management Unit for additional information regarding shipping.](#)

PROCUREMENT METHOD

2664.4

(May 2005)

General instructions for completing the “Procurement Method” on the STD. 65 form are described on the last page of the STD. 65. The following transactions are examples of:

Transactions based on Fair and Reasonable Pricing:

[Purchasers](#) will check the “Competitive” box and record “Fair and Reasonable” or “F and R” on the line provided to the right of the box.

Transactions based on NCB and issued as an LPA

Purchasers will check both the “Leveraged” and “Non-competitively Bid” boxes on transactions that are supported by NCB contract justifications but reference LPA terms and conditions.

Transactions based on an Exempted LPA

Purchasers will check both the “Leveraged” and “Exempt” boxes on transactions that are LPAs and are identified as “exempt”.

Example:

Cal-Net and WSCA are LPA contracts that are exempt for obtaining multiple offers so both boxes on the STD. 65 would be checked.

PIA ORDERS

2664.5

(No. 3 February 2006)

The department’s purchasing authority number must be recorded in the box titled “Purchasing Authority Number” on the STD. 65. The **purchaser** may either enter “PIA” in the box titled “Leveraged Procurement Agreement Number” on the STD. 65 or leave this box blank. Refer [Section 2613.3 - Prison Industry Authority](#).

It is also not necessary for purchasers to check any information located within the Terms and Conditions block of th STD. 65 as this information is not applicable to a PIA purchase.

Refer to Section 2613.4 for additional information.

AVOID PRICE BUNDLING

2664.6

(May 2005)

Purchasers will include product and service line item descriptions and prices and not a bundled configuration with a total price.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)