

When purchasing, what is considered a service?

Due to a recent change in how UC is processing payments for contractual agreements and services, the following reference has been developed outlining the processes. Also included are examples of when a UC ANR unit may need to work directly with HR and their Business Partner before submitting the required document to UCD Purchasing.

Criteria for a purchase to be considered a service.

Anything that involves someone doing work or creating something on your behalf.

1. When a vendor requires access to a UC location in order to complete the work that you require.*
2. When a vendor is required to handle or work on something that is owned by UC.**
3. When the vendor's function is also carried out by a UC represented position.

*Does not include delivery of items, (flower, food, bottled water delivery)

** Some exceptions apply, see below

Purchasing Instructions

1. For service-related purchases, complete the [ANR Request for Contracting Out Services Form](#) and send to MaryVlandis@ucanr.edu for review
2. Mary Vlandis may contact you for additional information if required.
3. When you receive approval from Mary, submit it along with a [Purchase request form](#) (with usual approval signatures) to your BOC Business Partner Team or REC point of contact.
4. A purchase order will be initiated per usual procurement process.

Note: In order to expedite your contracted service request timely and efficiently, each unit should follow these processes; any direct submission to the BOC and/or UCD without proper supporting documentation will result in delays.

Examples of purchases that are considered a service

1. Anything that involves someone doing work or creating something on your behalf.

Landscaping repairs	Audio visual, recording, editing
ANR/program logo wear embroidery	Forestry
Translation	Farming & fishing
Sign language interpreting	Audio visual, recording, editing
Website design	Transcribing
Security/fire monitoring	Art and graphic design
Legal expertise	Consultants
Soil and other sample analysis	Billboard advertising
Photography – aerial, still, studio	Education & training
Coaching, workshop	Engraving/signage

2. When a vendor requires access to a UC location in order to complete the work that you require.

Pest Control	Horseshoeing
Custodial	Veterinary care
Copier repair/maintenance	DJ or performer
Landscaping	Locksmiths
Building maintenance (plumbing, electrical, HVAC, painters, etc.)	Professional speakers where there is a set fee established (does not include honorariums for academic presentations, 4H judges etc.)
On-site repairs	Caterer who is serving food/drinks during an event
Harvesting – field crops, fruit/nut trees	Farm hands
Soil and other sample analysis	Locksmith
Calibration of instruments	Animal control and welfare
Animal disease control	Aerial crop survey
Crop spraying	Hazardous waste disposal
Inspection: Fire/electrical/building/equipment etc	

3. When a vendor is required to handle or work on something that is owned by UC.

Vehicle maintenance/repairs	Fire extinguisher inspection and maintenance
Installation and balancing of vehicle tires	Calibration of instruments for research
Computer/phones repairs	Livestock transportation
Farming equipment repair	Fabric/furniture cleaning
Any other repairs	Window/blind cleaning
Laundry services	Transportation – buses where a driver is provided
Data processing/preparation	Statistical collection/analysis
Proofreading	Transcribing

4. When the vendor’s function is also carried out by a UC represented position.

Custodial
Landscaping
Building maintenance (plumbing, HVAC, painters, etc).
Building cleaning: floors, windows, restroom, ceiling, air duct
Reprographics (large and small volume printing, copying, collating, book binding)
Catering/food services delivery
Laundry Services

**** Purchases that are not considered services and can be purchased using a pcard or T&E card**

Florist and flower delivery
Utilities (phones, PG&E, internet, water)
Taxis (Uber, Lyft, cabs, rideshare)
Mail services (couriers, Fedex, UPS, USPS)
Mobile shredding services (when the office location is more than 10 miles from UC Davis). Requires pre-approval from UCD Pcard Administrator.
Catering (when the office location is more than 10 miles from UC Davis)
Bottled water delivery

Self service printing/copying

Technology-related services (i.e. web-hosting, Zendesk, Linkdin, cloud, Box, Constant Contact, online tools/apps, Docusign, Adobe, etc). IT-related services follow a separate process, see [Purchasing IT Software services](#) for more information.

Positions covered by SX

Positions covered by SX-represented positions require a wage & benefits parity assessment by UC ANR Employee Labor Relations and must meet at least one of the exceptional conditions listed below:

- Emergency need
- Lack of sufficient quantity and/ or expertise
- Incidental to a contract for the purpose or lease of real property
- Urgent, temporary or occasional
- Remote and not within a 10-mile radius (lack of equipment, material, etc.) of a UC campus

Ag Tech	Food Svc Worker
Airport Svc Worker	Gardener
Animal Tech Assistant	Groundskeeper
Auto Attendant	Grounds Equip Opr
Auto Equipment Operator	Hvy Duty Equip Tech
Auto Tech	Lab Helper
Baker	Laborer
Baker	Laundry Mach Opr
Bldg Maintenance Worker	Linen Svc Worker
Cook	Mail Processor
Cook Housekeeper	Nursery Tech
Custodian	Parking Ast /Repr
Delivery Worker	Pest Control Opr
Drapery Maker	Reprographics Tchn
Driver	Scrty Guard
Equip Opr	Sports Ast
Farm Laborer	Storekeeper
Farm Mach Attendant	Stores Worker
Farm Mach Mech	Tree Trimmer
Farm Maint Worker	

Review of existing service agreements

The University has until January 31, 2021 to review existing agreements to either in-source the service or provide justification, per exceptions below. All new service agreements must be reviewed and will only receive exceptional approval if they meet at least one of the categories below:

- Emergency need
- Lack of sufficient quantity and/ or expertise
- Incidental to a contract for the purpose or lease of real property
- Urgent, temporary or occasional
- Remote and not within a 10-mile radius (lack of equipment, material, etc.) of a UC campus

Reference documents

[Regents Policy 5402: Policy Generally Prohibiting Contracting for Services](#)

[UC ANR Contracting out of Services](#)

[Review and approval of contracting out of services workflow](#)

[ANR Request for Contracting Out Services Form](#)

[Wage and Benefit Parity Appendix - Final - 02252020](#)

[Purchase Request Form](#)

Questions:

SX covered purchases - Mary Vlandis, UC ANR ELR - maryvlandis@ucanr.edu

Not sure if your purchase is a service or you identify a service not listed above contact the [Business Operations Center](#)