
ELK GROVE UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT

INFORMATION AND PROCEDURE GUIDE

OUR DISTRICT

The ELK GROVE UNIFIED SCHOOL DISTRICT services students from kindergarten through twelfth grade with an enrollment of approximately 61,500 students plus and Adult Education Program

In accordance with the District's centralized purchasing policy, the Purchasing Department has the general responsibility for the purchase of all materials, supplies and equipment.

Competitive bidding, verbal and written quotations are used as a means to procure needed products and services at the best price for the quality which best meets the District's requirements.

The Facilities Department seeks quotations and formal bids for public works contracts such as asphalt, roofing, asbestos removal, etc..

Facilities has the responsibility of bidding for construction of buildings and acquiring additional properties.

VENDORS:

Vendors may be added to our bidders' and resource lists by sending a letter on company letterhead to the Purchasing Department via mail or fax. The letter should include: business license number, listing of products and/or Services offered, and contact person.

Vendors wishing to meet with a Buyer should call for an appointment.

AUTHORIZED PURCHASES:

A purchase order is issued for all purchases. Only the Purchasing staff has the authority to issue or revise purchase orders. Purchase order numbers may be given by telephone, when necessary to expedite delivery. But only by the Purchasing Staff.

The Purchasing Department staff wishes to cultivate and maintain professional relationships with all vendors and continue to increase our knowledge of products and equipment available. Therefore, vendors are required to conduct their business directly with the Purchasing Office.

Vendors may not visit District sites without prior authorization.

When appropriate, the Buyer will make arrangements for demonstrations whether at school locations or at the vendors business location. Buyers will attend most demonstrations.

Purchases made by the Facilities/Maintenance Department for emergency repair parts or for materials necessary for continuing work in progress also requires purchase order numbers. Purchase Order numbers are issued by Purchasing to the Facilities/Maintenance Department staff to obtain these types of materials.

Orders accepted by the vendor without the issuance of a purchase order by Purchasing or Facilities/Maintenance will be considered the responsibility of the individual placing the order and will not be considered an obligation of the District.

It is therefore, important to contact the Purchasing Department regarding any orders placed by other District personnel prior to acceptance or the order.

All Contracts must be reviewed and signed by authorized district office personnel prior to enactment. Any contracts signed by a site representative is not enforceable prior to review. Please contact the Purchasing Department for additional information on contracts.

FORMAL BIDS

Formal bids are required for supplies and equipment excess of \$76,700.00 and labor in excess of \$15,000.00. These amounts are in accordance with the PCC20111 and may increase annually.

Legal advertisements for formal bids are printed in a local newspaper, such as the Elk Grove Citizen, that is of general circulation stating the title of the bid and the date of opening.

Formal bids are opened at the time advertised for opening. Bids received after the opening time will not be accepted if mailed, late bids will be returned to the bidder unopened.

It is not required, but bidders may attend the public openings of formal bids. Upon opening, bids are read aloud. No decisions for award are made at the time of opening. All bids must be ratified by the EGUSD Board of Education

Award is made to the lowest responsible bidder(s) meeting or exceeding the specifications for the service or product to be purchased and in accordance with all the terms and conditions of the bid.

DELIVERIES:

All deliveries shall be made to the site designated on the purchase order in the "ship to" space.

Deliveries made to sites other than those indicated on the purchase order will delay the clearing of the purchase order and will cause a delay in payment.

The purchase order number must be indicated on all packages and packing slips.

INVOICING AND PAYMENT:

Itemized invoices indicating the purchase order number are to be mailed in duplicate to the attention of Accounts Payable at 9510 Elk Grove-Florin Road, Elk Grove, CA 95624.

Payment may be expected within thirty (30) days of delivery and receipt of correct merchandise and an invoice. Terms of less than 30 days are not considered when determining the award of bids and quotes.

MATERIAL SAFETY DATA SHEETS (MSDS):

Vendors are required to provide Material Safety Data Sheets from the manufacturer for all products that are hazardous, as defined by Title 8 of the California Code of Regulations.

Failure to do so may be cause for delay of payment.