



PURCHASING AND WAREHOUSE PROCUREMENT PROCEDURE GUIDE

OUR DISTRICT

The Elk Grove Unified School District (EGUSD) is the fifth-largest school district in California located in southern Sacramento County. EGUSD covers 320 square miles and includes 67 schools: 42 elementary schools, nine middle schools, nine high schools, four alternative education schools, one charter school, a special education school, an adult school, and a (K-8) virtual academy.

In accordance with the EGUSD centralized purchasing policy, Purchasing has the general responsibility for the procurement of all items (goods, materials, supplies, and equipment) and services.

Competitive bidding and written quotations are used as a means to procure items and services at the best price for the quality, which best meets EGUSD requirements.

PUBLIC WORKS

In accordance with the provisions of Labor Code Sections 1770 through 1781, the general prevailing rate of wages, as determined by the Director of the Department of Industrial Relations (DIR), shall be paid to all trades performing work under an awarded Contract. The work is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Additional information about these requirements, SB 854, and the new public works program regarding compliance monitoring, administration, and enforcement of prevailing wage law is available on the DIR's website at: Department of Industrial Relations - Director's General Prevailing Wage Determinations and Department of Industrial Relations - Public Works.

The Facilities Department is responsible for public works projects such as new construction, asphalt, roofing, asbestos removal, etc.

VENDORS:

To register your business with EGUSD, go to <http://www.publicpurchase.com>. Clicks "Go to Register" select "Free Registration" on the right-hand side of the page.

AUTHORIZED PURCHASES:

A purchase order is required for all purchases of items. Only the Purchasing staff has the authority to issue or revise a purchase order.

The Purchasing Department staff wishes to cultivate and maintain professional relationships with all vendors. Vendors are required to conduct their business directly with the Purchasing Office and shall not visit EGUSD sites without prior authorization

Materials, supplies and equipment delivered or services performed without a valid Purchase Order Number or a properly signed Agreement will not be accepted or paid by the EGUSD.

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

Authorized EGUSD personnel must sign all contracts prior to commencement of services. Please contact the Purchasing Department for additional information on contracts.

FORMAL BIDS/PROPOSALS (SOLICITATIONS)

Formal bids are required for supplies and equipment excess of \$88,300 and labor in excess of \$15,000.00. These amounts are in accordance with the Public Contract Code § 20111.

Legal advertisements for formal bids are printed in the Elk Grove Citizen and posted on Public Purchase.

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

Request for Proposal

Although, not required, prospective proposers may attend the public openings of formal proposals. Upon opening, proposals are read aloud. No decisions for award are made at the time of opening. The EGUSD Board of Education must ratify all proposals.

BID

Prospective 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. The EGUSD Board of Education must ratify all bids.

Award

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 proposal or 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 cause a delay in payment.

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

FOB Destination

INVOICING AND PAYMENT:

The Purchase order Number must appear on all invoices, shipping papers and correspondence. Send all invoices to:

Elk Grove Unified School District
Attn: Accounts Payable
9510 Elk Grove-Florin Road
Elk Grove, CA 95624.
Or email invoices to egusdacct@egusd.net

Payment Terms: Net 30. 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.