

PURCHASING POLICIES AND PROCEDURES

The Board of Education, governing board of the Riverside Unified School District (RUSD), has adopted a centralized purchasing concept whereby the District will maintain an actively competitive attitude to obtain the best combination of product quality, price, and delivery.

The goal of the Purchasing Department is to accomplish this through a cooperative effort between buyers and suppliers. The RUSD purchasing philosophy is to maintain professional relationships with all vendors and to be receptive to new ideas and concepts.

The Purchasing Department shall conduct all purchasing transactions for the District. However, under the law, the Board of Education has the sole responsibility for approval of all purchases and contracts of the District.

Vendors are required to conduct their business directly with the Purchasing Department between 9:00 a.m. and 3:00 p.m. Appointments are suggested.

SELLING TO THE DISTRICT

Vendors who want to sell to the District should visit the Purchasing website at www.riversideunified.org click "Departments," select "Business Services," select "Purchasing" click on "Vendor Registration Form," and complete the Online Registration form. By registering your company, you will be eligible to bid on contracts pertaining to your business as they arise. Bid lists are maintained only for those products and services the District regularly requires.

BUYING MATERIALS OR SERVICES

The Purchasing Department acquires materials, supplies, and equipment for all District schools and departments, and secures bids, public works contracts, requests for proposals, and quotations.

Nutrition Services purchases food, food related supplies and services, and food service equipment.

Maintenance and Operations specifies materials and supplies relative to grounds/building maintenance and facility improvements.

Facilities Projects specifies and manages contracts for construction and modification to District facilities which require inspection and acceptance by engineering and facilities specialists.

VENDOR CONTACT

As the District has a centralized purchasing policy, direct soliciting of schools, departments, or personnel is discouraged. Many products are standardized. The District's Purchasing Department can also help you qualify your products if they are items for which District standard specifications exist.

PURCHASE AND BID INFORMATION

A purchase order (PO) or contract is issued for every purchase made. Most services, materials, and equipment are purchased by competitive bid. Techniques and procedures vary with size and type of purchase, but all purchasing procedures are designed to encourage open competition.

Purchases made in the name of the District without an authorized PO shall be considered an obligation of the person making the purchase and not an obligation of the District. To assure yourself that the purchase has been authorized and will be paid for, **do not provide materials or services without first obtaining a purchase order.**

Purchase Orders

The acquisition of materials and/or services totaling less than \$3,000.00 (including sales tax) may be made by issuing a purchase order, following competitive negotiations with vendors.

Written Quotations (Informal Bids)

Written quotations for more than \$5,000 (including sales tax) for materials and/or services shall be solicited to obtain at least three quotes.

Bids

Formal, advertised bids are required for the purchase of (1) equipment, materials and supplies; (2) services, except construction services; and (3) repairs, including maintenance, that are not public projects. The bid limit that governs these competitive bid contracts is \$96,700. These contracts are presented to the Board of Education for award.

* In accordance with requirements of the Public Contract Code, the bid limit is annually increased to reflect the change in the Implicit Price Deflator (IPD).

Bid Advertisements

Formal bids are published in the legal section of the Press-Enterprise once a week for two consecutive weeks prior to bid opening. The Notice of Inviting Bids is listed on the Purchasing website at www.riversideunified.org click "Department," select "Business Services," select "Purchasing" click on "Bids and RFP's" and complete the online registration.

Receipt of Bids

All advertised bids will be received ONLY in the Purchasing Department in a sealed envelope identified with the bid name and number prior to the date and time specified in the bid instructions. Bids received after the scheduled bid closing will be returned unopened to the bidder.

Bid Award

The purchase of goods and/or services shall be awarded to the lowest responsible and responsive bidder. The evaluation of awards may be based upon price, specifications, quality, past performance of supplier or contractor, compatibility of bid items with existing equipment or materials, and, where appropriate, delivery or completion time. After bids have been reviewed and analyzed, a recommendation shall be made to the Board of Education at the next regularly scheduled Board meeting. Bids will be

available for review in the Purchasing Department after the awards have been made.

Relief of Bidders

A vendor may be relieved of a bid in which an error was made in completing the bid and which was not due to an error in judgment or to carelessness in inspecting the site of the work. The vendor must give a detailed written notice of the mistake to the District within five (5) days of the bid opening.

Bid Documents

The District attempts to explain fully and explicitly what it wants and the terms and conditions of sale. Read bid invitations and requests for quotations carefully, including the fine print, to be sure you can comply with all requirements before bidding.

DELIVERIES

All materials shipped to the Riverside Unified School District shall be directed to the Receiving Warehouse at 3070 Washington St., Riverside, CA, 92504, unless otherwise specified on the purchase order. The purchase order number must appear on all packages and packing slips. Receiving hours are 7:00 a.m. to 3:00 p.m., Monday through Friday except holidays.

INVOICES

Invoices can be emailed to accountspayable@riversideunified.org. Invoices submitted must include a reference to the appropriate purchase order number.

M.S.D.S.

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

RIVERSIDE UNIFIED SCHOOL DISTRICT

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RIVERSIDE UNIFIED SCHOOL DISTRICT

A VENDOR'S GUIDE TO POLICIES AND PROCEDURES *(for Non-Public Works)*



*Purchasing Department
6050 Industrial Avenue
Riverside, CA 92504
Phone (951) 352-6729
www.riversideunified.org*