

## **WELCOME TO THE PURCHASING DEPARTMENT**

We appreciate your interest in doing business with Livermore Unified School District. We hope this guide will benefit you as a new or present supplier. Our aim is to help you in your sales effort and to promote a climate of good business relationships with Livermore Unified School District. This pamphlet will outline our purchasing policy and procedures. Whenever you need more information, please ask us.

### **PURPOSE**

The Purchasing Department's purpose is to maintain continuity of services and supplies to support the various schools and departments.

The purpose of this guide is to explain how a vendor may participate in the District's business. The District is always interested in securing responsible vendors who can supply its needs promptly, economically, and in the desired quality and quantities.

### **SALES CALLS AND CONTACTS**

Office hours are from 8:00 a.m. to 3:00 p.m., Monday through Friday. To conserve time and ensure you adequate attention, we urge you to make a definite appointment before coming to the Purchasing Department.

### **NEW VENDORS**

To be placed on the District's vendor or bidder's list, a new vendor need only log onto the District website [www.Livermoreschools.com](http://www.Livermoreschools.com) then look for Purchasing under Departments. Because

of the number of supplies and vendors the Purchasing Department deals with, submitting this online form does not guarantee a vendor will be notified every time a quotation or bid for that particular commodity or service is sent out. Keep in touch or send a reminder that you are there to service the District.

### **SPECIFICATIONS**

Written specifications are used in the bidding and quote process to describe the required level of quality, quantity, delivery and scope of work. In addition to the specifications, certain terms and conditions governing purchases are also outlined in the bid/quote form.

Sometimes a vendor may expend considerable time and money presenting a product to an individual LVJUSD department in the hopes of making a sale. If you do this, remember that the purchase may eventually be made by competitive bid and what you spend for expensive designs, demonstrations and layouts does not guarantee you an order.

Specifications prepared by the LVJUSD departments are carefully reviewed by the Purchasing Department to eliminate undue restrictions and other limitations which unnecessarily reduce competition. The purchase will eventually be made from the lowest responsible bidder meeting these objective specifications. The help you offer a department in developing their purchase request cannot be considered when we make the purchase. We recommend, if you are called upon to provide expensive pre-purchase services, that you consider contracting separately with the department

you assisted to list you as a "suggested vendor" so we can send you a bid invitation.

### **BASIS FOR AWARD**

It is the District's desire to develop maximum competition for all purchases and to make awards based on the lowest responsible and responsive bid received. "Lowest responsible bidder" means the lowest bidder who offers best responses in quality, fitness and capacity to the requirements of the proposed work or usage. Such factors as delivery time, quality, compatibility, references, experience, parts and service, freight costs, etc., play an important part in awarding a purchase order to the "lowest responsible bidder."

A "responsible" bid is one which is in substantial conformance with the requirements of the specifications, the invitation to bid, and the District contractual terms and conditions.

This would also include such things as completeness of the quotation forms, inclusion of references and attachments, and completion of required responses.

### **DELIVERY & INSPECTIONS**

Shipment in almost all cases is to be made to the various District departments and school sites, FOB destination. Requirements for delivery are specified on all quotes and bids and purchase orders. Failure to meet the specified reflects adversely on your firm's overall performance rating. Variations from the

specifications make a shipment subject to rejection.

### **BID RESULTS**

Bid awards are a matter of public record. Abstracts of bids showing prices and awards are available for visual recap. Contact the Purchasing office for assistance.

### **CHANGE ORDERS**

The purchase order is the District's contract with the vendor. Therefore, any change to the contract must be in writing and authorized by the Purchasing Department. Other department's personnel may not make changes to the purchase order.

### **BILLING AND PAYMENT**

The District requires invoices for each purchase order issued to the vendor. The purchase order number must appear on all invoices, shipping tags, and all correspondence relevant to the order. Payment is made after receipt of invoice, delivery and acceptance of material as specified on the purchase order. Unless otherwise stated, all orders shall be billed and shipped to addresses specified on the purchase order.

The District tries to pay all invoices within thirty (30) days of receipt of invoice and acceptance of the order. Questions regarding payment of invoices should be made to the Accounts Payable department. You will need to reference the purchase order and invoice numbers.

## TAX

The District is exempt from federal excise tax, but pays sales and use taxes when applicable.

## GIFTS AND GRATUITIES

Livermore Unified School District maintains a strict policy prohibiting the acceptance by its employees of gifts and/or gratuities from any supplier or potential supplier.

## METHODS OF PROCUREMENT

The following methods of purchasing are available:

### OPEN PURCHASE ORDERS

An open purchase order allows a vendor to sell goods to the District on an as-needed basis at specific prices or under a specific pricing arrangement, for a specified period of time.

### PURCHASES FOR SUPPLIES & EQUIPMENT

Purchase of like supplies & equipment totaling \$500 or over (\$3,000 for Maintenance Dept; may require competitive quotations). Quotations may be submitted to the Purchasing Dept. in person, by mail, or by facsimile transmission.

### PURCHASES \$81,000 AND OVER

For purchases of any item or group of like items totaling \$81,000 or over, formal bids are required. Formal bids must be sealed and may be submitted in person or by mail. Formal bids cannot be submitted via telephone, E-mail or facsimile.

## ACTING WITHOUT A PURCHASE ORDER NUMBER

All purchases charged to the District require a purchase order. If an individual calls you and attempts to place an order without a District purchase order number, you are cautioned to request an authorized purchase order number and obtain the name and department of the individual. The purchase order number is vital to doing business with the District. It is your insurance that you will be paid.

**EXCEPTION:** There may be times during an emergency when an order must be placed after hours or on weekends. Be assured that true emergency purchases at such times without purchase order numbers will be approved. Be sure to obtain the individual's name and department and request identification if the order is placed in person. Department personnel are instructed to obtain a purchase order the following workday. The employee who placed the order will contact you with an authorized purchase order number.

## AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you or someone in your firm needs special assistance to participate in a walk-through or attend a pre-bid meeting you should contact the Purchasing Department at (925) 606-3240.

Notification 48 hours prior to the meeting would enable the District to make reasonable arrangements to ensure accessibility to the meeting.

No vendor providing a service, program or activity to the public on behalf of the district shall discriminate against any person because of sex, race, color, creed, national origin or disability. Vendors, if providing a service, program or activity to the public on behalf of the district shall comply with the Americans with Disability Act and the District's policies pursuant thereto when providing said service, program or activity.

## FINGERPRINT CLEARANCE

All vendors must comply with fingerprint clearance requirements as mandated by the State of California, Michelle Montoya Act (AB1610).

## 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 California Code, Title 8, General Industry Safety Orders, and Section 5194.



We hope this guide has helped you better understand our department and its purpose. When we conduct business with you, it is our desire to have you feel that each transaction has been satisfactorily concluded in a respectful, fair and professional manner.

# Doing Business With LIVERMORE UNIFIED SCHOOL DISTRICT

## A VENDOR'S GUIDE to Purchasing Policies and Procedures



**Superintendent  
Kelly Bowers**

**Chief Business Official  
Susan Kinder**

**Director of Purchasing  
Cindy Hatzenbuhler**

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