

# **DOING BUSINESS WITH**



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## **Welcome to Saddleback Valley Unified School District**

The Saddleback Valley Unified School District is a K-12 public school entity, operating four high schools, one alternative high school, four intermediate schools, twenty-seven elementary schools and an Adult Education Program. The District is located in Mission Viejo, California. It is one of California's largest districts serving over 35,000 students and approximately 7,867 adults. The District is a major user of goods and services, spending \$47,000,000 in fiscal year 2004/2005.

### **Purchasing Policy**

The Saddleback Valley Unified School District operates a centralized Purchasing/Warehouse Program. The mission of the Purchasing and Warehouse is to cost-effectively obtain and provide quality goods and services to District organizations in a timely manner. Our goal is to maintain the highest standards of ethics and professionalism, and to preserve the best interests of the District and our vendors, as we provide genuine value and benchmark service to our customers. The Purchasing Department is the only department authorized to sign and issue purchase orders. All supplies and equipment are normally delivered to the central receiving warehouse.

A Credit Card authorization or Purchase Order (P.O.) properly numbered, signed and authorized by the Purchasing Department are the only methods by which the District obligates itself to a vendor. This policy is supported by the California Education Code, which requires that public school purchases have District approval prior to the receipt of goods and services. Vendors are strongly advised not to provide materials or services to the district without first obtaining an authorized purchase order from the Purchasing Department. Purchases made in the name of the District without an authorized Purchase Order or Credit Card may be considered a donation to the district or a personal obligation of the person making the purchase and not an obligation of the District.

### **What does the Saddleback Valley Unified School District Buy?**

The needs of the Saddleback Valley Unified School District are very diverse. They include basic instructional materials for reading, writing, math, science, art and athletic supplies, furniture, audio and video equipment, office equipment, maintenance services, custodial supplies, transportation equipment, vehicles, computers, printers, copiers and software. The Nutrition Center purchases food supplies, services and food service equipment. The District also seeks services for equipment maintenance contracts; public works contracts in school remodeling and site improvements.

### **Vendor Contacts**

The District urges vendors to deal directly with the Purchasing Department on all purchasing related matters including sales calls, sales presentations, promotions, catalog distribution, returns, exchanges and substitutions. Vendors are discouraged from making sales calls directly to the school sites and with District personnel. The District maintains a

competitive environment in its approach to purchasing. Vendors should first contact the Purchasing Manager or other Department personnel for direction and advice before making any sales presentations. This will save time and minimize confusion as to proper roles and authority in the District's procurement process. **Department contact information and business opportunities are available by contacting the District web page [www.svusd.k12.ca.us](http://www.svusd.k12.ca.us) or by calling the Department at the numbers listed on page three (3).**

## **New Vendors**

Bidders must register on the District Bidders List electronically by filling out the forms on the Purchasing Department web page. Log on to the District web page at [www.svusd.k12.ca.us](http://www.svusd.k12.ca.us), and go to the Purchasing Department. Complete the Vendor File Maintenance Form, and the Commodity/Contractual Services List and process these forms according to the instructions.

**NOTE:** The W-9 Form must be completed and signed manually. Do not return the form electronically; it must be mailed.

## **Bids – Formal and Informal**

The District maintains a competitive environment in its approach to Purchasing. Formal bidding procedures are required for the purchase of materials and/or services exceeding amounts specified by law. This bidding process normally requires bidders to attend a pre-bid conference and to always submit bids to the Purchasing Department in sealed envelopes not later than a specified time and date. Formal bids are primarily advertised in the legal section of the Orange County Register. Minority, women and disabled veteran owned businesses are strongly encouraged to participate in this process. The District awards bids to the lowest, responsive, responsible bidder and reserves the right to reject any and all bids offered.

Informal quotes, bids or proposals for materials and/or services may be requested and received in writing, by mail, e-mail or facsimile, and/or verbally such as by telephone. Informal bids apply to purchases below the formal bidding limits.

## **Invoicing/Payment**

Invoices should be submitted in triplicate referencing the appropriate Purchase Order number; otherwise, payment will be delayed. All school purchases are subject to California sales tax. Vendors can normally expect payment within 45 days of billing provided that proper purchasing procedures have been followed.

## **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, Section 5194.

## **Staff-Purchasing and Warehouse**

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**NOTES**

