



The San Ramon Valley Unified School District Purchasing Department purchases and contracts for a wide variety of supplies, services, equipment and expert assistance to provide the district a full range of suppliers and contractors. We are actively soliciting responsible businesses, vendors, suppliers, and contractors to provide quality products and services to the District at competitive prices.

The district encompasses the communities of Alamo, Blackhawk, Danville, Diablo and San Ramon (including the new Dougherty Valley communities) as well as a small portion of the cities of Walnut Creek and Pleasanton. The district is comprised of 35 schools serving more than 30,000 students in Kindergarten through Grade 12. Academically, SRVUSD currently ranks 6th among all unified school districts in California, and is highest ranking unified school district in the state with enrollment of 9,000 or more (California Academic Performance Index). The district has been recognized for its excellence through such honors as the coveted State Department of Education's Distinguished Schools Award and through recognition by the US Department of Education as National Blue Ribbon Schools.

What We Buy

We purchase everything that is required to keep the school district operating on a daily basis. Various commodities such as classroom/office supplies, textbooks, maintenance equipment, computers or vehicles including services for HVAC repair, landscape, printing, document shredding, pest control and swimming pool maintenance services, etc.

How We Buy

Our objective is to purchase the required goods and services in a timely manner to meet our schools and operating departments needs at a fair and reasonable price, while incorporating economic, social and environmental stewardship

criteria, utilizing an open competitive price solicitation, bidding or best value process.

Policies and Procedures

The Purchasing Department makes its purchases under the authority granted by the district's Board Policy. SRVUSD operates its business based on a centralized Purchasing program. Purchasing Department is the only unit authorized to sign and issue purchase orders. 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. District policy has delegated the authority of purchasing supplies and services to the Purchasing Department as a district-level function and the sole representative of the district in placement of orders and to carry out policies and any others relating to purchasing matters. No payment will be made for any goods and services provided without a purchase order number and/or contract. Moreover, in order to conduct business with SRVUSD, the District recommends vendors familiarize themselves with all the State of California applicable codes, rules and regulations that affect the acquisition of goods and services for school districts. Competitive price solicitation, bidding or best value process are common method of obtaining market price. Awards are made to the lowest or best value response meeting district specifications.



Methods of Procurement

The following methods of purchasing are available:

Open or Blanket Purchase Orders – an open or blanket purchase order allows a vendor to provide goods or services to the District on demand or on as-needed basis under a specific or scheduled pricing structure, for a specified period of time. This method of purchases is repetitive by nature.

Regular (One Time) Purchase Order – is a nonrecurring order, written to a specific vendor for a definite quantity of identified item(s), and for delivery.

Selecting Sources of Supply

The District establishes no preferential list of sources. We buy from both large and small suppliers. The orders are awarded on the basis of best price or value meeting District requirements.

Purchase Orders

All purchases charged to the District require a written purchase order to formalize the purchase transaction with any vendor. It sets the vendor's obligations as well as District's payment responsibilities and requirements. Purchase Orders allow the District to clearly and explicitly communicate the intention of the purchase. It may include but not limited to price, performance, description of the requested item, delivery schedule, transportation mode, terms and condition, and all other agreements pertinent to the purchase and its execution by the vendor. Purchase Order shall be issued by Purchasing Department only after all required processes are met.

PLEASE NOTE: Vendors are strongly advised not to provide materials or services to any schools or service department without first obtaining an authorized purchase order from the Purchasing Department. Purchases made in the name of the District without an authorized PO may be considered a donation to the District or a personal obligation of the person making the purchase and not a District obligation.

Exception: There may be times during a bona fide emergency when an order must be placed after hours or on weekends. The requesting department may issue a verbal commitment that will be followed-up by a written Purchase Order. Be sure to obtain the district employee's name, phone or email information, department and address. If order is being placed in person, vendors are instructed to obtain a photo copy of the individual's employee ID.

Delivery & Inspections

All merchandise must be prepaid to point of destination. Shipments in almost all cases are to be made to the central warehouse or various school sites. Requirements for delivery are specified on all purchase orders. No charge shall be made for cartons, wrapping, boxing, drayage or other costs inherent to the vendor unless authorization for such charge is expressly

included in the PO. The PO number must appear on all packages and packing slips. Vendor should strive to meet all specified delivery schedules contained on the PO. Failure to meet the specified may reflect adversely on the vendor's overall performance rating.

All delivered goods or services must be in accordance with the District's scope of work or specifications listed in each order. Purchasing will accept partial deliveries. Substitutes will not be accepted without prior authorization. If for any reason, shipments cannot be accomplished as promised or as required, the Purchasing Department must be notified of the situation as early as possible. Items remaining undelivered after 60 days of PO date may be cancelled. Items not delivered and invoiced by our Fiscal Year end (June 30) are to be cancelled automatically unless reauthorized by the Purchasing Department.

Billing and Payment Terms

Vendors must submit invoices for purchases made under the district Purchase Order. PO#s must appear on all invoices, packing slips or shipping tags and all other correspondence relevant to the order. Payment is made after receipt of order, with verified acceptance of materials or services as specified on the purchase order. Unless otherwise stated, all orders shall be billed and shipped to the address specified on the purchase order. District payment term is Net 30 from receipt of invoice and acceptance of order. Questions regarding payment of invoices must be referred to the Accounts Payable Department. Vendors are to reference the appropriate PO and invoice numbers. Vendors can normally expect payment within 30 days of billing provided that proper purchasing procedures have been followed, including having a valid W-9 form on file.

Taxes

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

Fingerprint Clearance

The Michele Montoya School Safety Act requires that people having contact with children on a K-12 school site must undergo fingerprint clearance through the Department of Justice (DOJ).

M.S.D.S.

Vendors are required to provide Material Safety Data Sheets (M.S.D.S.) from the manufacturer for products that are hazardous, as defined by California Code Title 8, General Industry Safety Orders and Section 5194.



Potential Vendor/Contractor's List

The Purchasing Department maintain a "potential vendor/contractor's list" for all classes of commodities and services which are regularly purchased and needed by our schools and service departments. This list is compilation of vendors and contractors who have expressed interest in doing future business with the District. It is a library of information indexed according to commodity and is shared district wide.

How Do I Get On the Bidder's List?

If you would like to register as a vendor with the San Ramon Valley Unified School District and receive future Request For Quotations for products and services:

- Complete online vendor application: <http://www.srvusd.net/purchasingmain>
- Mail completed form and any additional information you may consider necessary, such as catalog, line card, business reference to:

San Ramon Valley Unified School District
Purchasing Department
3280 Crow Canyon Road, San Ramon, CA 94583

For additional information, please call 925-824-1706.



Vendor's Guide Doing Business With

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Purchasing Department

3280 Crow Canyon Road, San Ramon, CA 94583

www.srvusd.net

