



A Vendor's Guide to Purchasing Policies & Procedures

Gilroy Unified School District

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Gilroy Unified School District

The Gilroy Unified School District is a public school entity. It is a major purchaser of numerous goods and services and is located at the southern tip of Santa Clara County serving the second largest geographical area in the county. The District is comprised of eight elementary schools, three middle schools, two high schools, one comprehensive high school, and one continuation high school. The District Business Department continually strives to fill District needs in the most cost-effective manner by obtaining the best combination of product, quality, price, and service.

Purchasing Policy

The Gilroy Unified School District operates its business based on a centralized purchasing program. A purchase order (PO) properly numbered, signed and authorized by the Purchasing Department is the only document by which the District obligates itself to a vendor. The Purchasing Department is the only department 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.

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 PO 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.

For District and Program approved field trips it is the District's personal's responsibility to follow all guidelines and to turn in all appropriate paperwork to Accounts Payable and Purchasing. This includes credit card, PO and check payments.

Vendor Contracts

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 school sites or with district personnel. The District maintains a competitive environment in its approach to purchasing and suggests that vendors first contact the Purchasing Agent 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.

Purchasing Agent

7810 Arroyo Circle, Gilroy, CA 95020
Tel: 408.846.7523 Fax: 408.846.7529

What does the Gilroy Unified School District Buy?

The needs of the Gilroy Unified School District are diverse. They range from 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 and software. The district also seeks services for equipment maintenance contracts, public works contracts in school construction, remodeling and site improvements.

Bids – Formal and Informal

Formal bidding procedures are required for the purchase of materials and/or services exceeding amounts specified by law (which is currently specified at \$87,800 for materials and \$15,000.00 for public works services). This bidding process requires bidders to attend a bid conference and submit bids to the Purchasing Department in sealed envelopes at a specified time and date. Formal bids are primarily advertised in the legal section of the local newspapers. 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 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.

Delivery Schedules

All material and supply orders shall be shipped to the District Warehouse located at 7810 Arroyo Circle, Gilroy CA 95020 unless otherwise indicated on the purchase order. Normal delivery hours are Tuesday through Friday from 8:00 a.m. to 4:00 p.m. The PO number must appear on all packages and packing slips. Vendors should strive to meet all specified delivery schedules contained on purchase orders. If, for any reason, shipments cannot be accomplished as promised or as required, the Purchasing Department should be notified of the situation immediately.

Billing, Invoicing, and Payments

Invoices should be mailed promptly after delivery to: Gilroy Unified School District, Attn: Accounts Payable, 7810 Arroyo Circle, Gilroy, CA 95020. Invoices should be submitted referencing the appropriate purchase order number or payment may be delayed. All school purchases are subject to state sales tax. Vendors can normally expect payment within 30 days of billing provided that proper purchasing procedures have been followed.

Hazard Communication Safety Data Sheets

Vendors are required to provide Safety Data Sheets (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.