



All requests for purchases that require approval from Technology, Maintenance & Operations and Facilities & Planning are now to be submitted via a Web Help Desk ticket before entering a requisition in QSS. Some examples of items that would require a WHD ticket include:

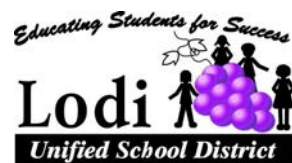
- All software, both for educational technology and operation support, as well as online subscriptions.
- Marquees
- New furniture
- Flag poles
- Playground equipment
- Gardens
- Items that “plug in” (refrigerator, ice maker, table saws, plasma cutters) and require power (electricity)
- Chemicals
- Building, shed, or structures
- Any product that requires installation to “break ground”

Note: A TMA Work order is still required for the installation (labor) of the purchase.

Purchasing, in conjunction with the Technology, Maintenance & Operations, and Facilities & Planning Departments have worked to streamline the process for requesting district issued resources, purchasing standard or self-supported resources and the review of new resources. Our goal with the new online process is to:

- *Maximize District issued resources*
- *Improve decision and evaluation turn around time*
- *Address questions regarding a purchase or service prior to a requisition being entered in QSS*
- *Ensure compliance with Federal and State laws, Public Contract Code and Education Code*

Lodi Unified School District
Purchasing Department
1305 E. Vine Street
Lodi, CA 95240
Phone: 209-331-7160
Fax: 209-331-8069
E-mail: purchasedept@lodiUSD.net



Purchasing Resource Requests



Technology
Maintenance & Operations
Facilities & Planning

July 2020



TECHNOLOGY

Technology resources, which include computers, mobile devices, online applications, and software generally fall into one of the following categories:

- District-Funded
- District Standard
- Self-Supported

All software to be installed on a district computer, or network server must be approved prior to purchase. Before devices or an application can be approved for use in the District, Technology Services must determine that it meets current standards. Due to Privacy Laws, additional steps are required when requesting supplementary technology resources.

MAINTENANCE & OPERATIONS

The M&O department consists of a variety of skilled trades that provide emergency, scheduled and preventive maintenance repair services. Services include: work coordination, electrical, plumbing, carpentry, painting, hvac, audio/visual, locksmith, welding, fire alarm, intercom and more!



It is important that M&O assist with your selection and review equipment and products for your site that may require additional services (i.e. electrical circuit installations, HVAC modifications, water services, etc.)

The installation of additional resources is a site-based funding responsibility. An approved Web Help Desk ticket is required prior to finalizing purchases. This includes **ALL funding sources** (grants, PTSA, student funds, general funds, etc.)

If the work is an emergency, **call M&O dispatch** at 17193.

FACILITIES & PLANNING

Due to laws and regulations, it is important that F&P assist in all public works projects. Prevailing wage must be paid on all public works projects regardless of funding.

Public projects in general means:

- Construction, alteration, demolition, installation, or repair work done

Maintenance Work means:

- Routine, recurring, and usual work for the preservation or protection of any publicly owned/operated facility for its intended purposes.
- Minor repainting
- Resurfacing of streets and highways at less than one inch.
- Landscape, maintenance, including mowing, watering, trimming, pruning, planting, and servicing of irrigation and sprinkler systems.

Failure to comply with public works requirements can result in civil penalties, criminal prosecution or both.

