PURCHASING AND WAREHOUSE MANUAL

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Director of Purchasing and Warehouse

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The purpose of this manual is to acquaint all customers with the responsibilities and duties of Purchasing and Warehouse. Various sources have been utilized, including legal codes of the State of California, the Board of Education Policies and Administrative Regulations, Education Code, California Association of School Business Officials publications, and school agencies throughout the state.

All duties of the procurement of equipment, supplies, and services for the Mt. Diablo Unified School District are centralized under Purchasing and Warehouse.

Any equipment and services ordered without an approved purchase order or Cal Card become a personal liability on the part of the individual who approved the purchase, and said individual must assume responsibility for payment under these circumstances.

Purchases are made in keeping with the objectives of securing equipment, supplies, and services in an expedient manner in conformance with the Board of Education Policies, Administrative Rules and the various laws of the State of California, including the Education Code.

A. The Board of Education shall approve:

1. All requests for bids for the purchase of supplies and materials and/or purchase, lease/purchase, or lease of equipment exceeding the dollar amount stated in the Public Contract Code Section 20111.

2. All requests for proposals for services exceeding the amount stated in the Public Contract Code Section 20111.

B. Specific Purchasing Assignments:

1. Purchasing and Warehouse will conduct all purchasing transactions for MDUSD.

2. Purchasing and Warehouse will establish practical and efficient office procedures, reports, records, and systems that will allow the department to give maximum effort to the acquisition of supplies, equipment, and services for the educational program and assist the administration in its role of management.

3. Purchasing and Warehouse will maintain a library of current trade catalogs, which will be available to all departments.

4. Purchasing and Warehouse will work with the Fixed Asset Tracking Team to maintain a system of capital equipment inventory to account for equipment purchased or donated to MDUSD.

5. Purchasing and Warehouse will work with the Fixed Asset Tracking Team to handle the disposal of all personal property declared surplus or obsolete by the Governing Board. Consideration will be given to maximizing the monetary return to MDUSD in this process.

C. Purchasing Practices and Staff Relationships:

1. **All requests for prices and purchases will be made through and by Purchasing and Warehouse.**

2. All communications with vendors will be through Purchasing and Warehouse, except in special cases where the technical details make it advisable for Purchasing and Warehouse to delegate authority to others. Copies of all pertinent correspondence between vendor and MDUSD staff will be forwarded to Purchasing and Warehouse.

3. In discussions with vendors, MDUSD employees are not authorized to commit the expenditure of funds for supplies, equipment and services. Information regarding prices, delivery and vendor procedures will be obtained by Purchasing and Warehouse.

4. Purchases from the Board of Education members, county office employees, or their immediate family are prohibited.

5. Purchasing and Warehouse will strive constantly to increase its knowledge of new equipment, materials, services, sources, prices and processes in manufacturing, and will keep other departments informed.

6. Purchasing and Warehouse will obtain needed supplies and equipment in a timely manner.

7. Purchasing and Warehouse will seek competent counsel from its colleagues regarding matters of common interest. Per Government Code 1090 (Conflicts of Interest; contracts, sales and purchases), Purchasing and Warehouse shall not be financially interested in any contract made by them in their official capacity, nor shall they be purchasers at any sale or vendors at any purchase made by them in their official capacity. Acceptance of gifts and favoritism from/with vendors is/are strictly prohibited. Government Code 87100 (Public officials and local; financial interest) states, no public official at any level of state government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.

8. It is the responsibility of each department to determine the quality and kind of supplies, equipment and services required; however, Purchasing and Warehouse will question and/or make recommendations relative to quality, safety, health and economy. In the event of unresolved disagreements between the requestor and Purchasing and Warehouse, the matter will be forwarded to the Assistant Superintendents for the requesting department and Purchasing and Warehouse respectively.

9. Professional Development memberships and subscriptions must be reviewed and approved by MDUSD cabinet.

D. Purchasing Practices and Vendor Relationships:

1. Opportunity will be provided to all responsible vendors to do business with the MDUSD. Visits will be promptly acknowledged and interviews granted or not, depending upon the circumstances. Purchasing staff will let the vendors know their preference in handling visits.

2. It is the policy of the MDUSD Board of Education that no employee may accept any gift that is of such nature that it could affect his/her impartiality with regard to decisions or actions affecting MDUSD, or which could in any way affect his/her professional and ethical conduct (BP 4160).

3. Purchasing and Warehouse will use the "Just In Time" method of purchasing and delivery when practical. There are times, however, when Purchasing and Warehouse will estimate requirements of standard items or classes of items and make quantity purchases to affect economies. Whenever storage facilities or other conditions make it impractical to receive all of any item at one time, the total quantity will be bid and staggered delivery dates made a part of the bid specifications. As an alternative, estimated with the supplier whereby items may be store at his warehouse for a minimal fee or no fee at all.

4. Request for Board approval to bid shall include a list of the types of materials desired, the departments involved in the purchase and any special conditions, which will affect the bidding process. Bid specifications shall be provided by the requesting department.

5. Bid instructions and specifications will be clear and complete, setting forth all necessary conditions conducive to competitive bidding.

6. All advertised bids shall be opened in public and read aloud at the prescribed time and place. After the bids have been opened they shall be available for those interested to review. They shall not, however, be removed from Purchasing and Warehouse. Advertised bids received after the time set for opening will be returned unopened to the bidder.

7. Bids shall be awarded by the Board of Education to the lowest responsible/responsive bidder meeting specifications.

8. The Board of Education reserves the right to reject any and all bids; to accept or reject any one or more items of a bid; or to waive any irregularities or informalities in the bids or the bidding.

9. When two (2) or more identical bids are received, the Board or its official designee may determine by lot which bid shall be accepted. (Public Contract Code 20117)

10. Whenever it appears to be in the best interest of MDUSD, and within the provisions of Public Contract Code Section 20118, Purchasing and Warehouse will participate in cooperative contracts with other school districts, County, State, and governmental agencies. Purchases may also be obtained by using a Pre-Existing Bid (Piggyback Clause), Public Contract Code 20652/20118. This type of bid must include the clause in the bid document at the time of bid opening and must be granted by the awarded vendor. The Purchasing and Warehouse Department shall research these bids.

F. Written Quotations:

1. Written quotations for services will be obtained, when in the opinion of Purchasing and Warehouse staff, it would be advisable.

2. Written quotations for the purchase of supplies and/or purchase, lease/purchase, or lease of equipment will be obtained when, in the opinion of Purchasing and Warehouse staff, quotations would be advisable.

3. A minimum of three (3) written quotations will be requested.

G. Specific Services and Goods:

1. Requests for data processing hardware, software and peripheral equipment will require approval by the Technology and Information Services (TIS) Department, prior to purchase.

2. All requests for multiple copies of software will be reviewed by the TIS Department, and when in the best interests of MDUSD, a site license is recommended, the TIS Department will approve the purchase. Site license will be maintained in TIS Department.

3. Requests for telephone services, equipment, and peripheral equipment will require the approval of the TIS Department, prior to purchase.

4. Requests for goods to be stored in the Warehouse for departments will require approval by the Director, of Purchasing and Warehouse, prior to delivery of goods.

H. Other Purchases:

1. Capital equipment will not be purchased by employees without first obtaining an authorized Purchase Order. Prior authorization for capital expenditures must be obtained from a Cabinet level official.

2. Employees, when authorized by the Purchasing and Warehouse Director, may make purchases from the State of California, General Services Surplus Property Office.

ORGANIZATION

PURCHASING WAREHOUSE DEPARTMENT

The Purchasing Warehouse department are located at 2326 Bisso Lane, Concord, CA 94520.

Department information, purchasing procedures, and order forms for warehouse, are available on line.

Look for these and other important documents on the MDUSD Web Site under
http://www.mdusd.org/departments/purchasing-whse/purchasing-whse

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925-825-7440 Ext: 3744
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IanoraC@mdusd.org

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MetzS@mdusd.org

Nancy Shirley, Warehouse IMA
925-825-7440 Ext: 3746
ShirleyN@mdusd.org

PURCHASING BUYER SITES

LAURA WARNER, LEAD BUYER
EXT 3745
WARNERL@MDUSD.ORG

Elementary Schools:
NONE

Middle Schools:
NONE

High Schools:
NONE

Alternative Education:
NONE

Dent Center & Other Depts.:
Asst Supt, Special Ed Dept.
Asst Supt, High Schools
Assist. Supt, Middle Schools
Custodial Department
Instructional Support
Landscape Department
Maintenance & Operations
Measure C
Research & Evaluation
Risk Management
Special Education
- Audiology
- Pre-K Assessment
- Pre-School
- Shadelands
- Sunrise
- Alliance In-House Mental Health
- Pleasant Hill In-House Mental Health
- Riverview In-House Mental Health
- Families First

Print Shop
Student Services
- Drug Free Task Force
- Student Records

Technology & Information Services
Transportation Department

JOANIE PETERSON, BUYER
EXT 3744
PETERSONJ@MDUSD.ORG

Elementary Schools:
Ayers
Bancroft
Bel Air
Cambridge
Delta View
Eagle Peak Montessori
El Monte
Fair Oaks
Gregory Gardens
Gregory Gardens Pre-K Assessment
Gregory Gardens Pre-School
Hidden Valley
Highlands
Holbrook
Meadow Homes
Monte Gardens
Mt. Diablo
Mountain View
Pleasant Hill
Rio Vista
Sequoia
Shadelands
Shore Acres
Silverwood
Strandwood
Sun Terrace
Sunrise
Valhalla
Valle Verde
Walnut Acres
Westwood
Woodside
Wren Avenue
Ygnacio Valley

Middle Schools: NONE

High Schools:
College Park
Mt. Diablo
Ygnacio Valley

Alternative Education:
NONE

Dent Center & Other Depts.
Assist. Supt, Elementary
Board of Education
Business Services, Room 5
Curriculum & Instruction
Educational Services
Elementary Education
Fiscal Services
- Payables
- Payroll
- Receivables
- Special Projects

Food & Nutrition
- Central Kitchen

Internal Auditor
Human Resources
- Certificated
- Classified

Superintendent's Office
Purchasing

WAREHOUSE:
Administrative Forms
Custodial
First Aid
Hardware
Paint & Supplies
Physical Education
Printed Forms
Team Sports – Baseball, Basketball Football & Track
Tools
Audio Visual
Electrical
Flags
Lamps
Paper
Pipe & Fittings
Report Cards

CAROLANN IANORA, BUYER
EXT 3741
IANORAC@MDUSD.ORG

Elementary Schools:
NONE

Middle Schools:
Diablo View
El Dorado
Foothill
Oak Grove
Pine Hollow
Pleasant Hill
Riverview
Sequoia
Valley View

High Schools:
Concord
Northgate
Olympic High School

Alternative Education:
After School Program (at LVAC) CARES
Bridge
Crossroads
Diablo Day Community School
Foster Youth Services (at Riverview)
Gateway
Loma Vista Adult Center
Pleasant Hill Education Center
  Alliance Program at PHEC
Prospect
School Linked Services
Summit
Willow Creek Center
    Director of English Learners
    Director of Special Projects
    Educational Media Services
Workability

WHO IS RESPONSIBLE?

• The Board of Education	Establishes a purchasing policy to ensure that goods or services are purchased in a prompt, cost-effective and legal manner.
• The Superintendent and Administration	Establishes direct purchasing procedures to ensure that all purchases receive the proper review, approval or disapproval by the responsible program or site manager and the Director of Purchasing and Warehouse.
• The Employee	Identifies the need, initiates the request for goods or services, and obtains the approval of the responsible site or program manager. **Under no condition is the employee allowed to commit MDUSD funds without an authorized purchase order or contract.**
• Principal or Department Head	Ensures there are funds available, approves the request, submits request for input into BPlus System. Once the PR is input it is then routed to the appropriate employees/departments for review and approval.
• Fiscal Services Department	Verifies that the responsible program has adequate funds to make the purchase, then signs off Purchase Requisition to Purchasing and Warehouse.
• The Purchasing & Warehouse Department	Has the **SOLE AUTHORITY** to prepare and issue **PURCHASE ORDERS** for goods and services. Ensures legality of all purchases. Acts as a clearinghouse for vendors and vendor negotiations. Coordinates all comparative bids and advertised bids. Establishes purchasing standards and specifications. Operates the districts warehouse. Disposes of surplus, scrap, or obsolete materials.
• The Purchasing and Warehouse Director	Approves the final **PURCHASE ORDER.**
• Receiving Department	Verifies the quantity of goods or services received and forwards receiving documents to Fiscal Services.
• The Fiscal Services Department	Pays the vendor after the materials, equipment or services are received and an invoice has been submitted by the vendor.

COMPARATIVE SHOPPING GUIDE

To ensure that the Mt. Diablo Unified School District is obtaining materials and services at the most competitive prices, state law requires "comparative shopping" before the purchase is made. The guidelines for comparative shopping vary according to the size of the purchase, ranging from informal price quotes to official, advertised request for sealed bids. These guidelines are describes as follows:

Informal Quotes Purchases from $1,000 up to $10,000, require documentation of informal quotations from three separate sources. The Purchasing Department will obtain and/or assist sites with the quotes prior to actual purchase.

Formal Quotes Purchases from $10,000 up to the bid limit (currently **$96,700** for Services and Materials, and **$60,000 to $200,000** for CUPCCAA***** Public Works require an "Informal Bidding Process"). The employee may obtain a formal quote that is written on vendor letterhead or on a Mt. Diablo Unified School District quotation form and signed by an authorized employee of the vendor. The quotes are to be attached to the purchase requisition. If requested, the Purchasing Department will perform this task. Purchases for services should be accompanied by an Independent Service Contract and submitted to the Purchasing Department for approval and processing.

Advertised Bids **All purchases that exceed the legal bid limits, (currently $96,700) for services and materials**, and **$200,000** for CUPCCAA***** Public works), **must go through the advertised bid procedure required by the State of California and Federal regulations**. The recommended award must then be approved by the Board of Education. District funds cannot be committed prior to the Board approval on purchases of this size. Advertised bids are handled by the Purchasing Department. The bid process may take six to eight weeks from the time of budget approval to the final authorization of the Board of Education.

*** All Public Works Projects Must Go through Maintenance and Operations Department, and be approved by the Purchasing Department prior to commencement.**

State law regulates the bid process
PCC Section 20111(a) and 22034(f)

Sole Source Any purchase of materials or services having a specific utility that is available from only one source, require written documentation confirming such. This written documentation would take the place of the required formal quote/bid and will be obtained and approved by the Purchasing and Warehouse Department. This type of purchase must have approval of the Board of Education. Where competitive bidding proposals do not produce an advantage, a statute requiring competitive bidding does not apply.

Pre-Existing Bids Purchases may also be obtained by using a Pre-Existing Bid (Piggybackable Clause PCC 20652/20018). This type of bid must include the clause in the bid document at the time of bid opening and must be granted by the awarded vendor. The Purchasing and Warehouse Department shall research these bids.

No Bid (Emergency) In an emergency when repairs, alterations, work or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property, the Board of Education may by unanimous vote, with the approval of the county superintendent of schools do either of the following (PCC 20113):

> Make a contract in writing or otherwise on behalf of the County Office for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.
>
> Notwithstanding Section 20114, authorize the use of day labor or force account for the purpose.
>
> (Nothing shall eliminate the need for any bonds or security otherwise required by law.)

Purchases Without Estimates or Bids 20118.3. The governing board of any school district may purchase supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the operation of the schools of the district without taking estimates or advertising for bids.

Materials offered under the California State Department of General Services (DGS) Contracts may be purchased without estimates or bids.

Notwithstanding any other provisions of the Education Code to the contrary, purchases may be negotiated from the Federal Government or any agency thereof, for any surplus property (Education Code 39654).

Equipment, supplies and materials produced by the California Industries at prices fixed by the Correctional Industries (Penal Code 2873), may be purchased without estimates or bids.

Used personal property belonging to another school district may be purchased. By agreement of both governing boards of school district and County Office that sets the selling price, terms of sale, or lease price and terms of lease and approved by the County Superintendent of Schools (Education Code 39510).

Bonds Public works projects require bid and payment bonds. Payment bonds are required at the $25,000 threshold. Although there is no express legal obligation imposed on public agencies, as a matter of practice and prudence, performance bonds should be required at the $15,000 threshold.

Bid Bond 10% of bid amount (cash, cashier's check, certified check, bid bond issued by approved surety). Public Contract Code 20111

Performance Bond 100% of bid amount (upon acceptance of bid, secures performance of contractor/vendor to perform said work).

Payment Bond 100% of bid amount (upon acceptance of bid, secures subcontractors and suppliers payment for materials and labor). Civil Code 3096, 3247, 3248

Bond Requirements (Code of Civil Procedure 995.311) Requires verification that a bond is executed by an admitted surety insurer by obtaining one of the following: A.) Printed information from the website of the Department of Insurance (attach to bond) or; B.) Obtaining a certificate from the county clerk that confirms the surety is an admitted insurer (attach to bond).

Release Bond 125% of Stop Notice amount. Stop Notice filed against General Contractor for non-payment. General secures Release Bond to protect contract funds. Civil Code 3196

Methods of Procurement using Federal Funding

To be used for all purchases with Federal Funds.

2 CFR § 200.320 - Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) ***Informal procurement methods.*** When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT),* as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) ***Micro-purchases*** -

(i) ***Distribution.*** The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) ***Micro-purchase awards.*** Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) ***Micro-purchase thresholds.*** The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) ***Non-Federal entity increase to the micro-purchase threshold up to $50,000.*** Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;

(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,

(C) For public institutions, a higher threshold consistent with State law.

(v) ***Non-Federal entity increase to the micro-purchase threshold over $50,000.*** Micro-purchase thresholds higher than $50,000 must be approved by the cognizant agency for indirect

costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) ***Small purchases*** -

(i) ***Small purchase procedures.*** The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) ***Simplified acquisition thresholds.*** The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) ***Formal procurement methods.*** When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) ***Sealed bids.*** A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.

Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) ***Proposals.*** A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.

(c) ***Noncompetitive procurement.*** There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);

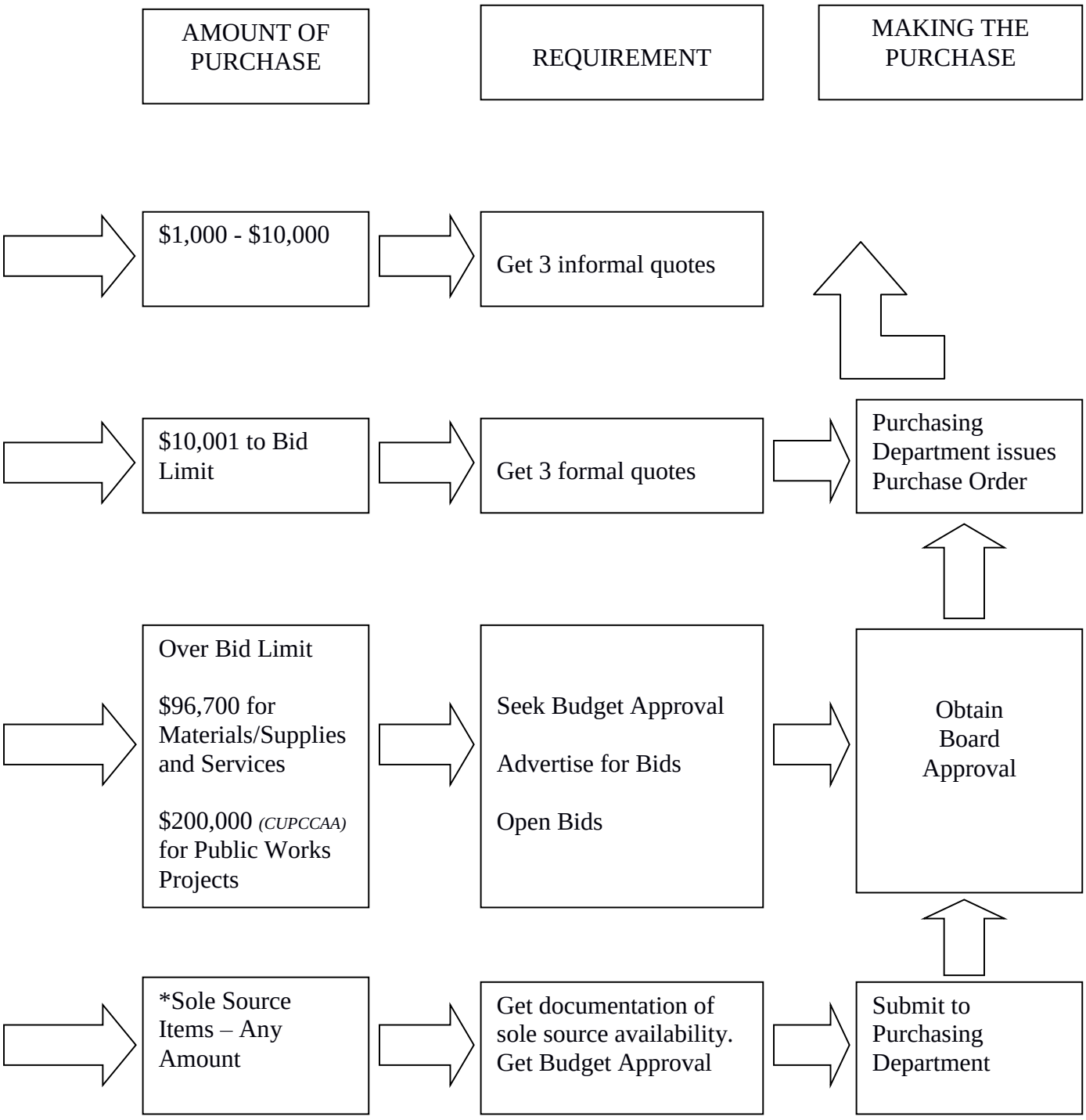
(2) The item is available only from a single source;

(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;

(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or

(5) After solicitation of a number of sources, competition is determined inadequate.

COMPARATIVE SHOPPING



PROCUREMENT PROCEDURES
ORDERING ITEMS FROM THE PURCHASING AND WAREHOUSE DEPARTMENT

Purchase Requisition Form must be used for all items ordered through the Purchasing and Warehouse Department.

HOW TO COMPLETE A PURCHASE REQUISITION

To determine if the proposed expenditure should be submitted on a Purchase Requisition form (PR).

The standard **PURCHASING REQUISITION** is used to request materials and services.

The following steps describe how you should fill out the **PURCHASE REQUISITION in Business Plus** and will help ensure that you receive your order without delay.

1. Originator:	Enter the name of the person completing the P.R.
2. Department/Site:	Enter the name of the site/department to which the order is to be delivered..
3. Date Required	Enter a specific date. Using "ASAP" does not have the force of a specific date and does not give other departments an idea of when the order is actually needed.
4. Suggested Vendor:	Enter the PEID of the suggested vendor. If you do not know which vendor you should order from, the Purchasing and Warehouse Department can assist you. If this is a new vendor please attach back up documentation verifying the company name, address, phone number and a W9. If contracting with a D.O. or the COE attach the applicable MOU or Independent Services Contract.
5. Phone Number:	Please include the vendor's phone and fax number if available in the notes section.
6. Quantity Required:	Enter the number of items, 1, 5, 16 etc.
7. Unit:	Enter the unit of measure in which the item is sold, (i.e. each, set, ISBN book #s, package, etc.
8. Description:	Enter a complete description of goods and /or services requested (part number, brand name, size, color, etc.). Include any special delivery/mailing instructions.

9. Unit Cost:	Enter the price of each unit.
10. Total Cost:	This will auto populate.
11. Special Instructions:	Use the PR notes section for any special directions regarding your order, including delivery instructions, discounts, board approval dates, etc.
12. Sub-Total:	This is the total of all extensions after calculating any discounts that may apply. This sub-total will auto populate.
13. Sales Tax & Shipping:	The State of California requires that we pay sales tax on all merchandise purchased. Sales tax is applicable to work done in creating, producing, or assembling a product, including installation, repair and reconditioning in general of said product(s) per BOE publication #1546. (Sales tax is paid to the State of California regardless of where the merchandise is ordered from). Shipping is usually included in the cost of the merchandise. In some cases however, shipping will be an extra cost. Include shipping if necessary.
14. Total:	The sub total, sales tax and shipping, should be included in your total. This will auto populate once entered.
15. Supervisor/Director:	Must be approved by the Site, Department and/or Program Manager prior to forwarding to the Fiscal Services Department, please verify sufficient funds are available in your budget before approving.

If you have an immediate need and feel the standard requisition process will take too long, call the Purchasing and Warehouse Department. The Buyers or Director of Purchasing and Warehouse will see that you get an approved Purchase Order in the time required. **DO NOT, under any circumstances, place an order without an authorized Purchase Order or Cal Card (in emergency cases only). (PO numbers are not to be given out without having a properly signed Purchase Order in place).**

MDUSD may issue a California Procurement Card (Cal Card) to an employee whenever there is sufficient benefit to the District. In these situations, the Cal Card should be used to purchase items with a unit cost of less than $500.00, and only if unable to produce a Purchase Order. Use of the Cal Card must be consistent with MDUSD Administrative Rules and Regulation/Board Policy, specifically ARR 3321 (Purchasing). Use of Cal Card should be limited to emergency situations only.

When processing an on-line order with your Cal Card, please enter your **Name and Site** on the order, this will allow the warehouse to easily identify the end user of the product.

CHECKING REQUEST STATUS

Business Plus will identify the approval condition of a PR and who is currently holding the PR. Using the POUPPR screen, search by PR number. Once the PR is open, click "Workflow" in the left hand column to see where the request is currently being held for approval.

CHECKING ORDER STATUS

Order status information may be obtained from the Purchasing and Warehouse Department by phone or e-mail. When checking status on a requisition, please have your requisition number and as much of the following information as possible. Check with the office staff to see if the copy of the Purchase Order has been received.

School or Department
Vendor Name
Purchase Requisition Number or Purchase Order Number if available
Description of items ordered

EMERGENCIES

Emergency orders will be processed if it is determined to be a real emergency. The Purchasing and Warehouse Director will review orders for emergency action before processing by the Buyer. Purchase requisitions not determined to be an emergency will be processed as soon as it is feasible.

HOW TO RECEIVE VENDOR DELIVERIES

When you receive the merchandise you ordered, it will arrive from MDUSD Warehouse, or directly from the supplier to your site. As a general rule, merchandise, furniture and equipment is shipped to the MDUSD's Warehouse first, where it is checked and/or tagged with an I.D. number and then delivered by the MDUSD's Warehouse to the school/site department.

Most sites have one individual assigned to receive merchandise that comes to the school, and that individual assumes many of the responsibilities described below. Still, individual employees ordering merchandise must also be sure they receive exactly what they order and must be aware of their responsibilities to inspect orders when they come in.

Mistakes do happen. There is no way to guarantee that the right item is shipped, and that it will arrive in good condition. The best way to make sure that mistakes don't turn into major problems is to catch them early, and to observe the following rules when dealing with vendors and shippers.

If you have a problem with an order, **contact the Purchasing and Warehouse Department, NOT the vendor.**

IN THE EVENT THAT AN ITEM(S) IS DELIVERED DIRECTLY TO THE SITE, THE FOLLOWING INFORMATION WILL BE HELPFUL

1. Verify Shipping Address	Make sure the freight has been delivered to the correct address. If it is not for you, or your site, don't accept it
2. Note Shortages or Damages Immediately	If it is obvious that part of the order is missing, or items have been damaged; record the problem immediately by noting it on the freight bill. Make sure you and the delivery person sign both copies of the freight bill: yours and the freight companies. Don't throw away your copy. Keep it for future references.
3. Open all Cartons Immediately	**Inspect contents for concealed damage.** Sometimes it is not convenient to inspect a shipment thoroughly while the delivery person is still there. Any concealed shortage or damage must be detected before the merchandise is put into service or moved to another site.
3. If Something is Wrong	**Notify the Purchasing and Warehouse Department at once.** The freight company must be contacted and an inspection requested within 15 days or claims for damage may be void.
5. Don't Move it or Use it	Keep damaged items and cartons at the site and out of service until an inspection is made by the freight company inspector. If you do move or use it, or discard the containers and packing materials, the shipment will automatically be presumed accepted in good order, and Mt. Diablo Unified School District's rights to recovery will be waived.
6. Show the Inspector	Show the inspector the damaged items, the cartons, and the freight bill. Do not give the inspector your copy of the freight bill.
7. Read the Report	Read the inspection report carefully before signing it. As a rule, Mt. Diablo Unified School District will want damaged items replaced, not repaired. A new item can be ordered only if the inspection report specifies **"Replace"**. Work with the Purchasing Department to determine if proposed repairs or a price allowance for the damage might be appropriate.

8. After the Inspection

The damaged merchandise belongs to the freight company unless it has been signed for and accepted with a damage allowance. Do not return damaged items to the vendor without expressed authorization from the vendor. Do not use the damaged items without written permission from the freight company. If the shipper takes the item back, be sure to ask for a receipt. Forward your copy of the inspection report and freight bill to the Purchasing and Warehouse Department, who will send a copy to the vendor.

CAUTION – Failure to follow these procedures will indicate the shipment was received in good order and you have waived your rights to any recovery.

RETURNING MERCHANDISE FOR CREDIT

If you find an incorrect item was ordered or shipped, or for any other reason the merchandise is to be returned to the vendor, **do not** contact the vendor directly or return anything to the vendor. Contact the Purchasing and Warehouse Department with the information you may have about the item. ***The Purchasing and Warehouse Department will facilitate the return of all product(s), with the exception of items purchased with a Cal Card.***

ASSET TRACKING

All MDUSD assets with a value of $500.00 or more must be tagged with an MDUSD asset tag. This allows the District to keep a valid inventory as required by the Education Code and to comply with GASB34 requirements regulated by the state.

When an item is received at your site that meets this threshold, please check to make sure that it has been tagged. If you have an item needing an asset tag, please contact Diana Engel-Holmes, Contract Analyst at 825-7440 ext. 3750 or email engelholmesd@mdusd.org for further instructions.

Open Purchase Orders/Just-in-Time, Office Depot Supply Contract

The district continues with a Just-in-Time open order and delivery system through **Office Depot**, who is our board approved office supply vendor. To proceed, we need to take the following actions:

- Verify if items needed are currently stocked in the District Warehouse. If they are available, place a Stores Order for these items.
- Each year, create an open purchase order **not to exceed $15,000.00** in BusinessPlus for your site. Provide authorized user names in the description area of the open order.
- Purchasing will set up user profiles for names listed as authorized users and attach the names to the open P.O.
- Users will have the option of using an open order and/or their Cal-Card to place orders.

The warehouse will provide all sites with a list of items stocked in the Warehouse found on the purchasing/warehouse website titled as: "Office Depot Just-In-Time Warehouse Stock Cross-reference Numbers." The list will include the BusinessPlus stock number and the associated Office Depot number.

Open Purchase Order General Info/Setup

The purchasing department will need the information on the attached sheet to set up your user profile. Please complete the form and fax, pony, or email your buyer in the purchasing department. (See below)

A new PR for your Open Order will need to be created in BusinessPlus each fiscal year for next year's budget beginning July 1. Once the purchase requisition has been created and your profile completed, you can begin ordering.

To create your PR in BusinessPlus, please use vendor ID#002475. The Open Order will be in effect from July 1 through June 30 of each fiscal year. Once your user ID has been set up, you may use the Open Order for purchases.

If you currently have an Open Order, it will expire June 30th and you will need to create a new one each fiscal year. During the fiscal year, if your needs change, you can submit a change order to increase or decrease your purchase order. Please send the change order information to Fiscal for budget approval. (Change Order Form attached for your convenience.)

Stores Orders filled through the district warehouse:

- When a stock item hits zero quantity, all orders for that item will be immediately cancelled.
- Once an item has been removed from Warehouse Stock, no more credits can be given by the Warehouse for that item.

A listing of the stores order input due dates and delivery dates can also be found on the district website.

Continue ordering all stores items as you have in the past. Your site will continue to receive your currently scheduled warehouse deliveries.

When ordering through Office Depot – a minimum order of $50.00 is required. This can consist of multiple orders done on the same day that total over $50.00. (Ordering per teacher instead of per site)

If you have any questions, please feel free to contact your buyer as listed below.

Purchasing fax #687-5044
Laura Warner: WarnerL@mdusd.org or ext. 3745
Joanie Peterson: PetersonJ@mdusd.org or ext. 3744
Carolann Ianora: IanoraC@mdusd.org or ext. 3741

Office Depot

Welcome to Office Depot's Website for easy ordering. Below are instructions on how to get to and use our web site to order supplies. (Just-In-Time)

The Office Depot Account #89571984

Customer Service for order assistance, order tracking, etc.:

Please Call 1-888-263-3423

Name of Web Site: HTTPS://BUSINESS.OFFICEDEPOT.COM

YOUR LOGIN NAME: Will be emailed to you by your buyer

YOUR PASSWORD: **Welcome123** (the first time you log in, it will NOT EXPIRE, afterwards you may change to your own personal password – type in new password twice) Please write down your password and keep it somewhere safe. Your buyer is not able to provide you with your password if you forget it.

ON THE RIGHT SIDE OF THE SCREEN LOOK FOR: SHOPPING TOOLS (MY TOOLS)

UNDER THAT HEADING, GO TO: ORDER BY ITEM #

A SCREEN WILL APPEAR, PUT IN OUR 6-8 DIGIT ITEM NUMBER AND TAB TO QUANTITY. DO THAT FOR EACH ITEM UNTIL YOU ARE DONE.

WHEN YOU ARE DONE, CLICK: ADD TO CART – THIS WILL GIVE YOU PRICING – EMPTY CART WHEN COMPLETE IF YOU ARE NOT GOING TO PLACE AN ORDER.

IF YOU ARE GOING TO PLACE AN ORDER PROCEED TO:

VIEW YOUR ITEMS, AND THEN CLICK CHECKOUT

TO LOOK AT YOUR ORDERS, GO TO: SHOPPING TOOLS THEN ORDER TRACKING.

IF YOU NEED A CURRENT CATALOG, THE ITEM NUMBER IS: 696-669, YOU CAN ORDER THAT ONLINE WITH YOUR NEXT ORDER.

PLEASE TRY TO COMBINE YOUR ORDERS TO REACH A MINIMUM OF $50.00

PURCHASE ORDER CHANGE FORM

Purchasing Department

THIS FORM TO BE SENT TO THE FISCAL SERVICES DEPARTMENT

(Fiscal will forward to Purchasing after they approve the changes)

DATE: _____

REQUESTOR NAME: _____EXT. #_____EMAIL: _____@MDUSD.ORG

SITE: _____PO#: _____ VENDOR NAME: _____

CIRCLE SELECTION APPROPRIATELY: Cancel PO Change PO (fill out applicable areas below)

REQUIRED FIELD-Reason for Change:

_____

_____

_____

_____Add or Delete Line Item(s)

Line Item	Add or Delete	Quantity if Adding	Description	Price	Budget Code to be Charged
				$	
				$	

_____ Change of Budget Code ONLY

Line Item	Change From:	Change To:	Amount
			$
			$

_____ Change Line Item (list reason for change above)

Line Item	Quantity	New Quantity (if applies)	Description of change	Price	Budget Code to be Charged:
				$	
				$	

SITE/Department Head Approval _____ Date: _____ **Budget Administrator Approval_____ Date: _____** **Fiscal Approval _____ Date: _____**	ADJUSTED PO Grand Total $

How do I purchase a *product?*

FIRST - Is the product available in the District warehouse?

- Download the PDF Warehouse Catalog from the Purchasing page of the www.mdusd.org website
- If the item is available, place a "Store" order in Business Plus

$1,000 – $10,000

- Get 3 informal quotes, or Purchasing can assist with this – "Comparison Shopping" (vendor letter/email)
- Choose the most cost-effective vendor quote that meets your needs
- Attach ALL vendor quotes to the Purchase Requisition
- Route through approval cycle (which is to include Fiscal Services)
  For expedited help, contact your buyer in Purchasing, as buyers can obtain quotes from vendors as needed

$10,000 +

- Get 3 formal quotes – purchasing can assist with this – on vendor letterhead
- Choose the most cost-effective vendor quote that meet your needs
- Attach all vendor quotes to the Purchasing Requisition
- Route through approval cycle (which is to include Fiscal Services)
- For expedited help, contact your buyer in Purchasing, as buyers can obtain quotes from vendors as needed

$96,700+ (or $200,000 public works) *(Board approval and public bid required)*

- Formal bid limit
- Product must be procured by formal public bid process
- Work with Purchasing for RFP or Bid
- Federal funded products or services must be in accordance with *2 CFR § 200.320*

How do I purchase a *service?*

$<25,000 (*Board approval not required, unless district-wide totals exceed $25,000*)

- Get 3 quotes from contractors/vendors (if need be purchasing can assist with this), keep them on file
- Secure Insurance and W-9 from selected contractor/vendor
- Choose the most cost-effective contractor/vendor that meet your needs
- Attach contractor/vendor quotes to an Independent Service Agreement and input Purchase Requisition into system (route through approval cycle)
- Independent Service Agreement is routed through the appropriate signature cycle, back to Purchasing to process Purchase Order

$25,000 (*Board approval required*)

- Get 3 quotes from contractors/vendors (if need be purchasing can assist with this), keep them on file
- Secure Insurance and W-9 from selected contractor/vendor
- Choose the most cost-effective contractor/vendor that meet your needs
- Attach contractor/vendor quotes to an Independent Service Agreement
- Board Approval via board docket
- Independent Service Agreement is routed through the appropriate signature cycle, back to Purchasing to process Purchase Order

$96,700 (or $200K public works) *(Board approval and public bid required)*

- Formal bid limit - by law services must be procured by **formal public bid process** *(exception to the rule - GC 53060 for certain services – check with Purchasing for further clarification)*
- Work with Purchasing Department for RFP or Bid
- Federal funded products or services must be in accordance with *2 CFR § 200.320*

THE LAW

PUBLIC CONTRACT CODE

P.C.C. 20111: BIDS AND QUOTATIONS

Contracts over $15,000 for work to be done and over $96,700 (adjusted annually to reflect percentage change in the annual average value of the implicit price deflator) for materials or supplies award to lowest responsible bidder.

The governing board of any school district, in accordance with any requirement established that governing board pursuant to subdivision (a) of Section 2000, shall let any contracts involving an expenditure of more than $15,000 for work to be done or more than $96,700 for any of the following:

(1) The purchase of equipment, materials or supplies to be furnished, sold, or leased to the district.
(2) Services except construction services.
(3) Repairs, including maintenance as defined in Section 200115, which are not a public project as defined in subdivision of Section 22002.

The contract shall be let to the lowest responsible bidder who shall give such security, as the board requires, or else reject all bids.

P.C.C. 20112: ADVERTISEMENT FOR BIDS

For the purpose of securing bids, the board shall publish at least once a week for two weeks in some newspaper of general circulation published in the district, or if there is no such paper, then in some newspaper of general circulation, circulated in the county a notice calling for bids, stating the work to be done or materials or supplies to be furnished and the time when and the place where bids will be opened. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid shall not be received after that time.

P.C.C 20114: WORK BY DAY LABOR OR FORCE ACCOUNT

In each school district, the governing board may make repairs, alterations, additions, painting, repainting, decorating upon school buildings, repair or build apparatus or equipment, make improvements on the school grounds, erect new buildings, and perform maintenance as defined in Section 20115 by day labor, or by force account, whenever the total number of hours on the job does not exceed 350 hours. Moreover, in any school district having an average daily attendance of 35,000 or greater, the governing board may, in addition, make repairs to school buildings, grounds, apparatus or equipment, including painting or repainting, and perform maintenance as defined in Section 20115, by day labor

or by force account whenever the total number of hours on the job does not exceed 750 hours, or when the cost of material does not exceed twenty-one thousand dollars ($21,000).

For purposes of this section, day labor shall include the use of maintenance personnel employed on a permanent or temporary basis.

P.C.C. 20115: MAINTENANCE DEFINED

For purposes of Section 20114, "maintenance" means routine, recurring, and usual work for the preservation, protection, and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered, or repaired. "Facility" means any plant, building, structure, ground facility, utility system, or real property.

This definition of "maintenance" expressly includes, but is not limited to: carpentry, electrical, plumbing, glazing, and other craft work designed consistent with the definition set forth above to preserve the facility in a safe, efficient, and continually usable condition for which it was intended, including repairs, cleaning, and other operations on machinery and other equipment permanently attached to the building or realty as fixtures. This definition does not include, among other types of work, janitorial or custodial services and protection of the sort provided by guards or other security forces.

It is the intent of the Legislature that this definition does not include painting, repainting, or decorating other than touch up, but instead it is the intent of the Legislature that such activities be controlled directly by the provisions of Section 20114.

P.C.C. 20116: SPLIT OR SEPARATION INTO SMALLER WORK ORDERS OR PROJECTS; TOTAL COST ON PROJECTS; RECORDS; INFORMAL BIDS

It shall be unlawful to split or separate into smaller work orders or projects any work, project, service, or purchase for the purpose of evading the provisions of this article requiring contracting after competitive bidding.

The district shall maintain job orders or similar records indicating the total cost expended on each project in accordance with the procedures established in the most recent edition of the California School Accounting Manual for a period of not less than three years after completion of the project. Informal bidding may be used on work, projects, services, or purchases that cost up to the limits set forth in this article. For the purpose of securing informal bids, the board shall publish annually in a newspaper of general circulation published in the district or if there is no such newspaper then in some newspaper in general
circulation in the county, a notice inviting contractors to register to be notified of future informal bidding projects. All contractors included on the informal bidding list shall be given notice of all informal bid projects in any manner as the district deems appropriate.

CALIFORNIA EDUCATION CODE

E.C. 17450: AUTHORITY TO ENTER INTO LEASES AND AGREEMENTS

Any school district or any county superintendent or schools may, as lessee, enter into a lease or lease-purchase agreement for equipment or services systems with any persons, firm, corporation or public agency. As used in this article "equipment" includes all of the following:

1 School buses
2 Other motor vehicles
3 Test materials, educational films, and audiovisual materials
4 All other items defined as equipment or service systems in the California School Accounting Manual.

E.C. 17451: PROVISIONS APPLICABLE TO CONTRACTS

Before a lease or lease-purchase agreement may be entered into the lessee shall comply with all applicable provisions for bids and contracts prescribed by Article 3 (commencing with Section 17595) of Chapter 5 of this part. Each contract shall show the total price for an outright purchase of any item and also its total cost for the entire specified term of the contract.

E.C. 17452: TERMS OF LEASE

The term of any lease or lease-purchase agreement shall not exceed the estimated useful life of the item but in no event shall the term exceed 10 years. A lease, but not a lease-purchase agreement, may be renewable at the option of the lessee and the lessor, jointly, at the end of each term at a rate not more than 12 percent annually above the rate set pursuant to the existing agreement. In no event shall the combined period of the original lease and renewals or extensions exceed 10 years. Any contract for the lease or lease-purchase of equipment or service systems which was in existence prior to April 22, 1975, shall remain in effect and such terms are hereby ratified.

E.C. 17545: SALE OF PERSONAL PROPERTY; NOTICE; PUBLIC AUCTION

The governing board of any school district may sell for cash any personal property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use. There shall be no sale until notice has been given by posting in at least three public places in the district for not less than two weeks, or by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation there. If there is no such newspaper, then in a newspaper having a general circulation in a county in which the district or any part thereof is situated. The board shall sell the property to the highest responsible bidder, or shall reject all bids.

The governing board may choose to conduct any sale of personal property authorized under this section by means of a public auction conducted by employees of the district or other public agencies, or by contract with a private auction firm. The board may delegate to the district

employee responsible for conducting the auction the authority to transfer the personal property to the highest responsible bidder upon completion of the auction and after payment has been received by the district.

E.C. 17546: PRIVATE SALE OF PERSONAL PROPERTY; DISPOSITION OF PROPERTY UNSOLD AT PUBLIC AUCTION OR INSUFFICENT VALUE TO DEFRAY COST OF SALE

If the governing board, by unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of two thousand five hundred dollars ($2,500), it may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.

Any item or items of property having previously been offered for sale pursuant to Section 17545, but for which no qualified bid was received, may be sold at private sale without advertising by any employee of the district empowered for that purpose by the board.

If the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.

E.C. 17547: DEPOSIT OF MONEY

The money received from the sale shall be placed to the credit of the fund from which the original expenditure for the purchase of the property was made or in the general or reserve fund of the district.

E.C. 17596: DURATION OF CONTINUING CONTRACTS FOR SERVICES AND SUPPLIES

Continuing contracts for work to be done, services to be performed, or for apparatus or equipment to be furnished, sold, built, installed, or repaired for the district, or for materials or supplies to be furnished or sold to the district may be made with an accepted vendor as follows: for work or services, or for apparatus or equipment, not to exceed five years; for materials or supplies, not to exceed three years.

E.C. 17605: DELEGATION OF AUTHORITY TO PURCHASE SUPPLIES, EQUIPMENT, AND SERVICES; LIMITATIONS ON EXPENDITURES; REVIEW; PERSONAL LIABILITY

The governing board by majority vote may adopt a rule, delegating to any officer or employee of the district as the board may designate, the authority to purchase supplies, materials, apparatus, equipment, and services. No rule shall authorize any officer or employee to make any purchases

involving an expenditure by the district in excess of the amount specified by Section 20111 of the Public Contract Code. The rule shall prescribe the limits of the delegation as to time, money, and subject matter. All transactions entered into by the officer or employee shall be reviewed by the governing board every 60 days.

In the event of malfeasance in office, the school district officer or employee invested by the governing board with the power to contract shall be personally liable for any and all moneys of the district paid out as a result of the malfeasance.

E.C. 32061 TOXIC ARTS

The Legislature finds and declares that art supplies which contain toxic substances or which are potential human carcinogens pose a significant danger to the health and safety of school children. The Legislature also finds and declares that school children are not sufficiently protected by present health laws in so far as materials which may be seriously harmful are not so labeled and therefore children are not properly warned as to the dangers inherent in the use of those materials.

The Legislature intends by this article to ensure that elementary school children are protected by prohibiting the sale of these toxic substances to schools, school districts, and private schools for use in Kindergarten and grades 1 to 6, inclusive, and that the toxic substances may be purchased by schools, school districts, and private schools for students in grades 7 to 12, inclusive, only if the materials are properly labeled, as described in Section 32064 (ASTM American Society of Testing Materials).

E.C. 38083: PURCHASE OF PERISHABLE FOODSTUFFS AND SEASONAL COMMODITIES

Perishable foodstuffs and seasonal commodities needed in the operation of cafeterias may be purchased by the school district in accordance with rules and regulations for such purchase adopted by the governing board of said district notwithstanding any provisions of this code in conflict with such rules and regulations.

GOVERNMENT CODE

G.C. 53060: SPECIAL SERVICES AND ADVICE

The legislative body of any public or municipal corporation or district may contract with and employ any persons for the furnishing to the corporation or district special services and advice in financial, economic, accounting engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required.

MATERIAL SAFETY DATA SHEETS

What is a Material Safety Data Sheet?

A Material Safety Data Sheet or "Safety Data Sheet", (SDS), is a document which supplies information about a particular hazardous substance or mixture. Safety Data Sheets were designed by Cal-OSHA to provide workers with information about hazardous chemicals they may come into contact with in the workplace. An SDS tells you what the substance is made of, what its chemical properties are, how to take care of it if you spill it, and long term health hazards which may be related to the product. Safety Data Sheets are supplied by the manufacturer of the product or by the manufacturer's representative.

Title 8 of the California Administrative Code requires the district to provide binders containing Safety Data Sheets (SDS) for hazardous substances in the workplace. These binders must be displayed in a prominent location, sufficient to give reasonable notice to all employees.

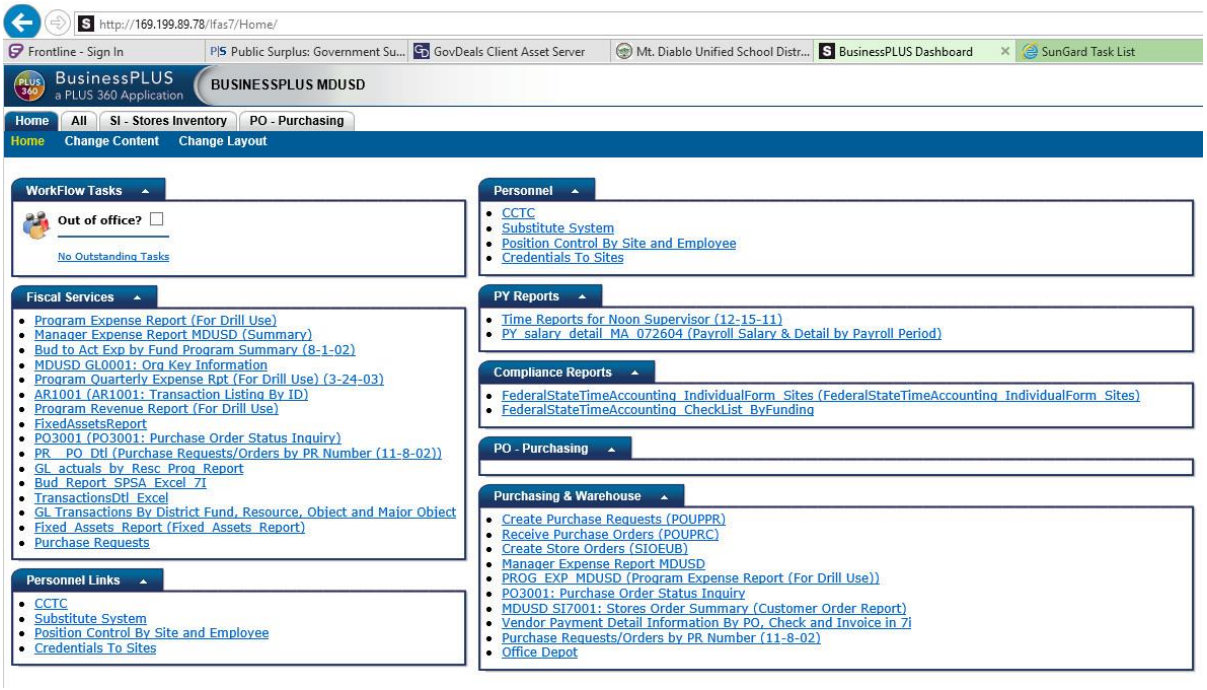
The Purchasing and Warehouse Department is responsible for requesting SDS on all supplies ordered through the standard purchase requisition/purchase order process. For items purchased with a limited purchase order, it is the responsibility of the person making the purchase to request the SDS. In this case, the SDS may have to be requested directly from the manufacturer. The Purchasing and Warehouse Department will assist you in acquiring any SDS you may need.

Employees of the county, students, or anyone providing services to the County Office, cannot use any products on county property without the required SDS.

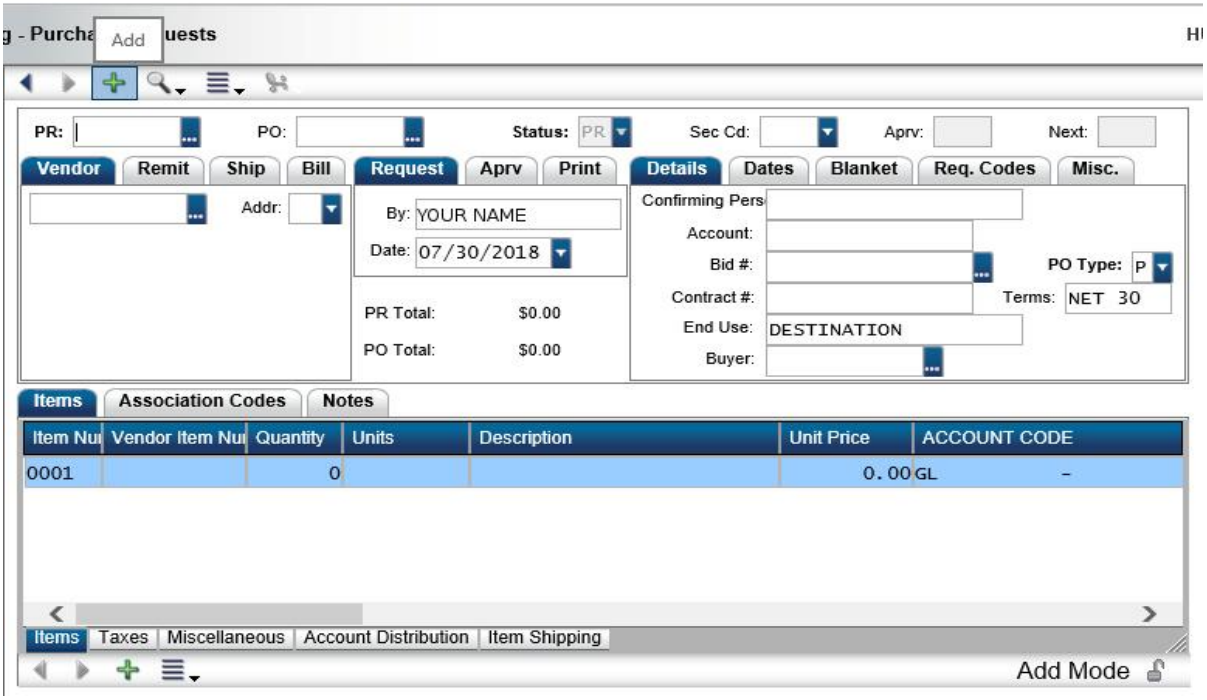
MDUSD will not assume liability for products brought into the workplace that are not purchased through the Purchasing and Warehouse Department unless accompanied by an SDS.

FAQ's and Step by Step Items

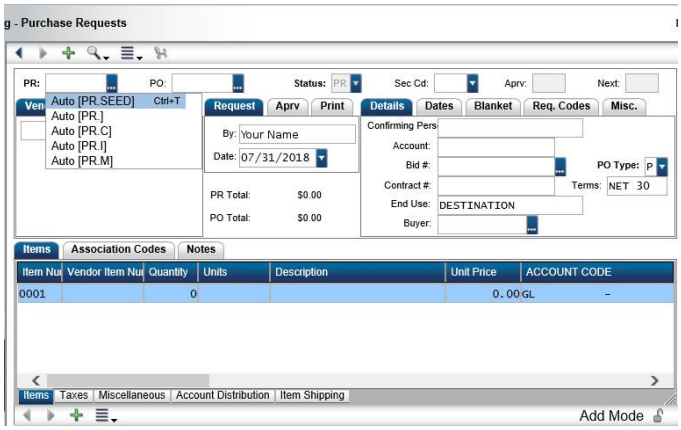
Creating or Entering a Purchase Request in Business Plus (PR)

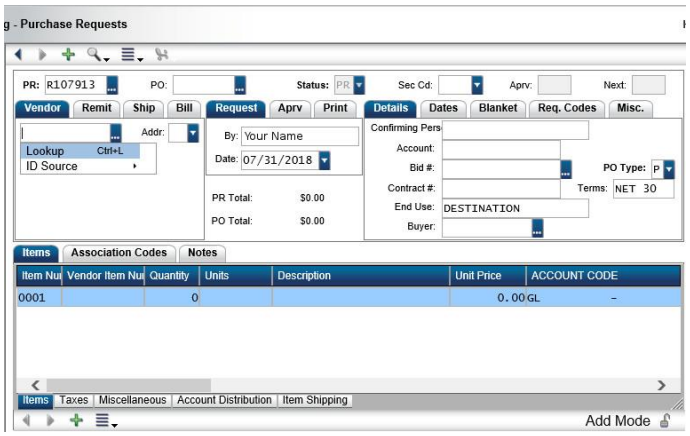


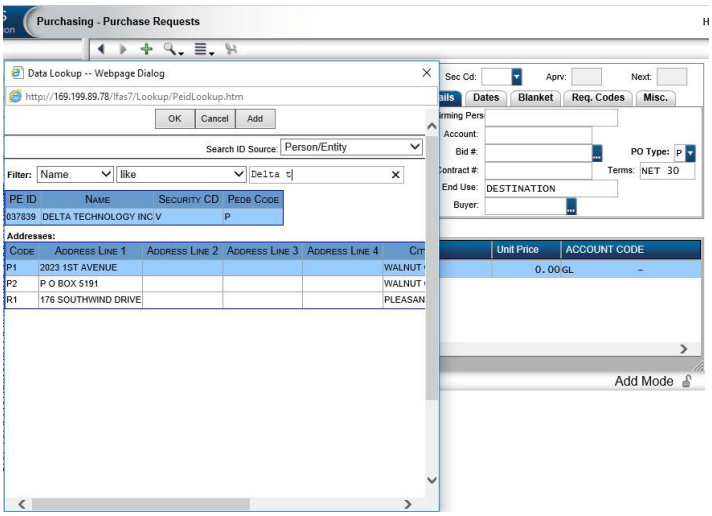
1. Click - “Create Purchase Request (POUPPR)”

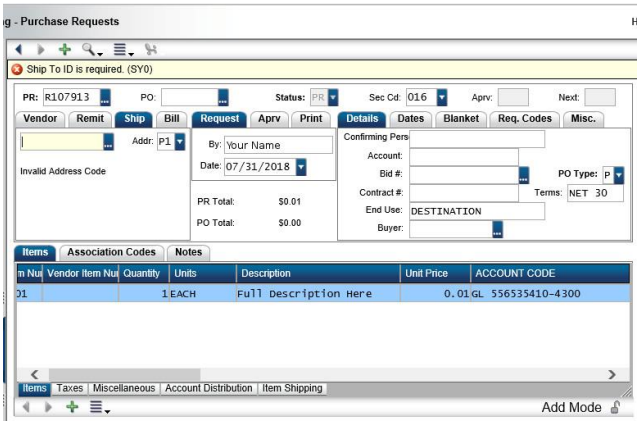


2. Click the [+] to start a new order.







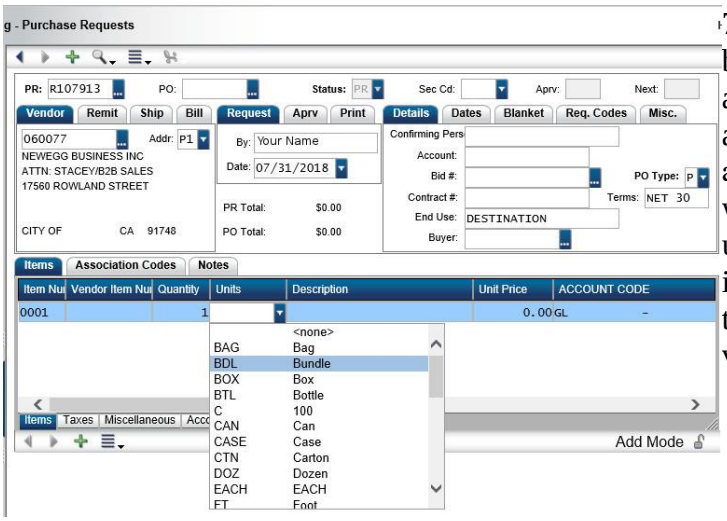


3. Click the […] next to PR: and select “Auto [PR SEED]” (image above left)

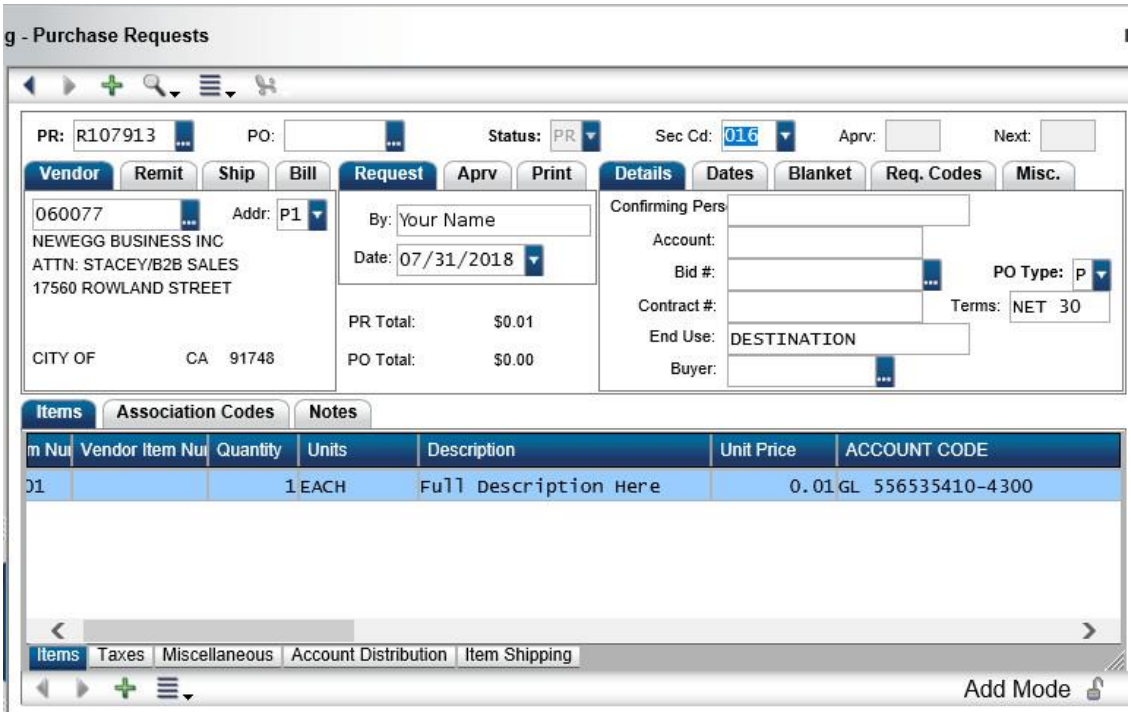
4. Click the […] under the “Vendor” tab and select “Lookup” (image above right)

5. In the “Pop Out” box, start typing the name of the vendor. Double click the address line that is correct for the vendor you need to use. (image above left)

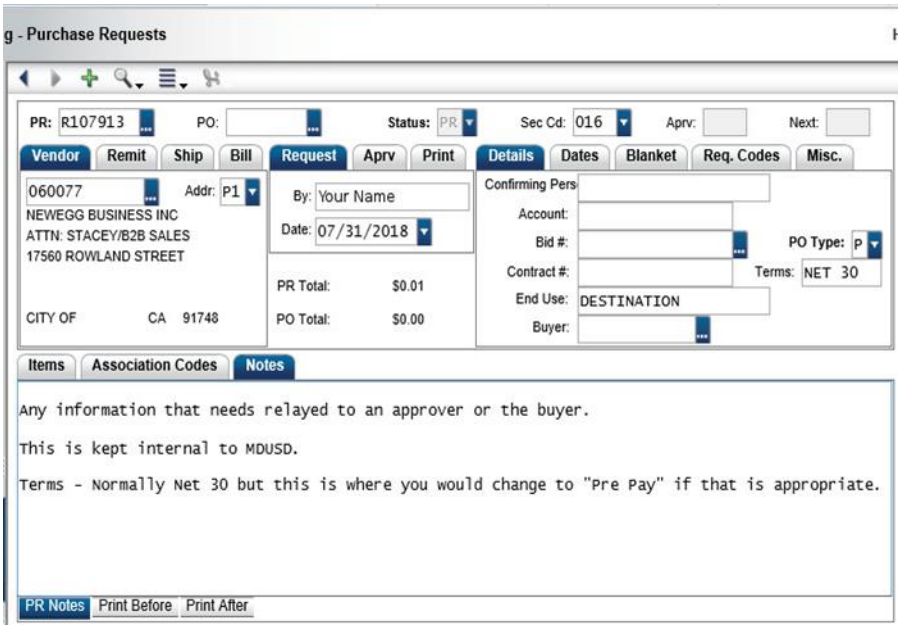
6. Click the “Ship” tab. Fill in the address code for your site. (image above right)



7. Next you will start entering items by line. Click in the Quantity box and enter the amount of the item you are ordering. Then click the down arrow under "Units" and select the way the item is being ordered, usually by "EACH". The unit information should be available in the product description from the vendor.



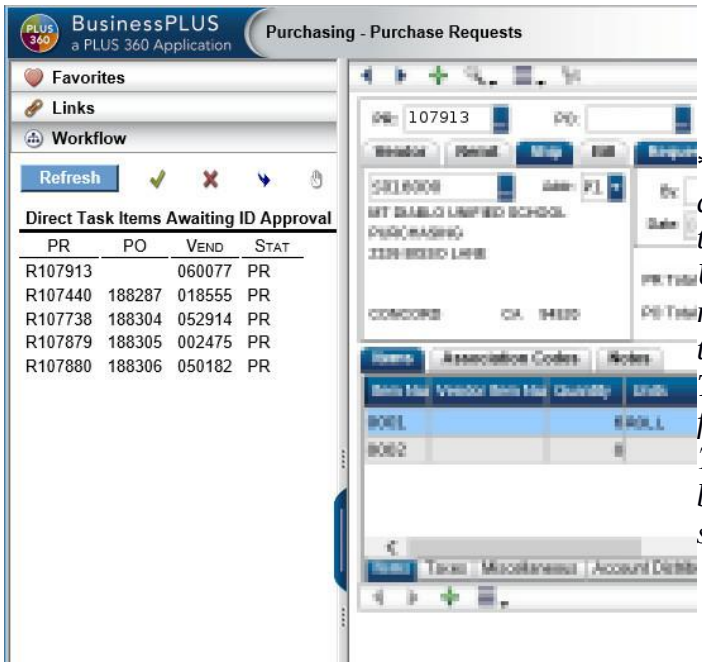
8. Enter the full description, unit price and account code by clicking their respective spaces. After you finish typing the account code, hit the [enter] or [return] key on your keyboard to record the item. A new line will be offered to input another item.



9. Make sure to type any notes into the "Notes" tab area. See image above.

10. Set terms and PO type. A normal PO is going to be "P". An open PO will be "B" for blanket. When you are doing a "Pre Pay", replace the "NET 30" with "Pre Pay". Normally the terms will stay "NET 30".

11. In the left hand column, click "Workflow", you may need to click "Refresh" too. You should see the PR number matching the one you are working on. When you are done entering line items, you will click the PR number and then the green check mark to send the PR on to the buyers. Last step, you will need to scroll down inside the left hand column and click a button labeled "Submit".



** The green check identifies that you approve and are done with the PR. This will move it to the next person required to approve. Ultimately it will end up with the buyer. The red X is to cancel and is not always an option, this will only display where it is available. The arrow is to return an item. The arrow is for someone who is a position of approval. The hand icon is the same as a "Pause" button. Using the hand will move a PR into a separate "paused" workflow.*

PURCHASE ORDER REQUEST 2018/2019

School **Requisition#**

Job Description **PO#**

Code

Requested By **Date**

Ship To **Desired Delivery**

Item No	Qty	Unit	Complete Description – (ALL UPPERCASE and on Blue Paper)	Unit $$	Total $$
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
			NO TAX		
			NO TAX		
			SUBTOTAL		
			TAX		

Total: _____

Suggested Source:

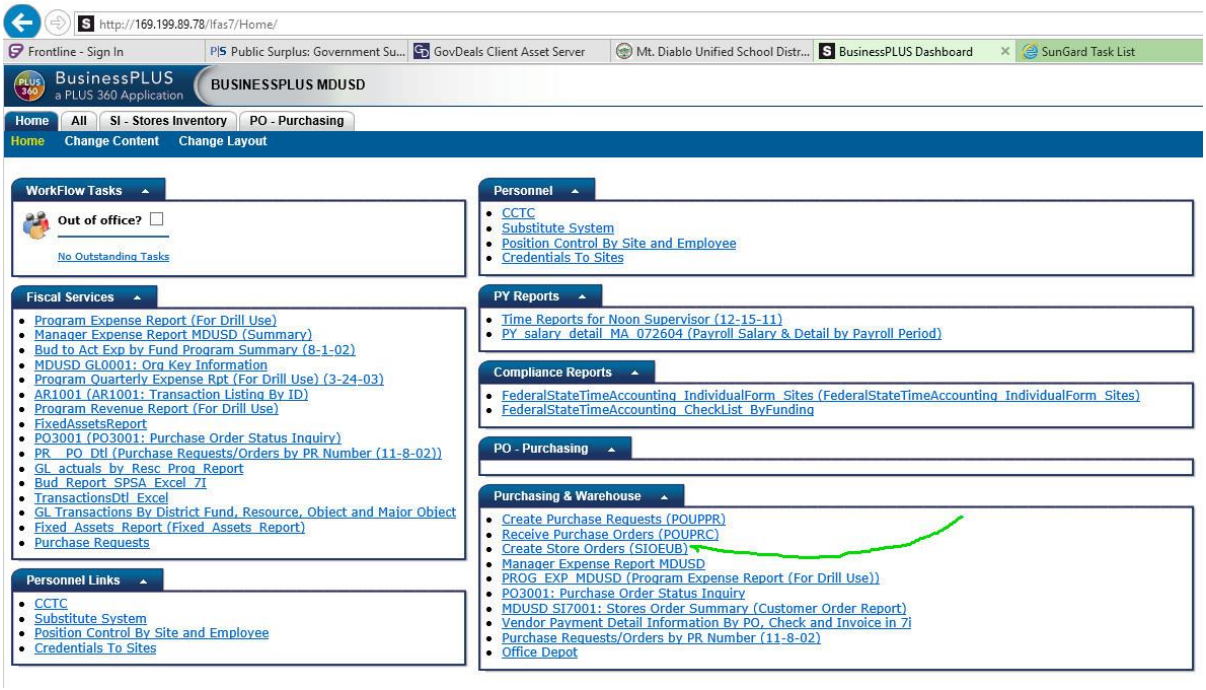
TAX RATES 4/1/2017	
Bay Point	8.25%
Clayton	8.25%
Concord	8.75%
Martinez	8.75%
Pittsburg	8.75%
Pleasant Hill	8.75%
Walnut Creek	8.25%

CONTRACTOR LICENSE: _____

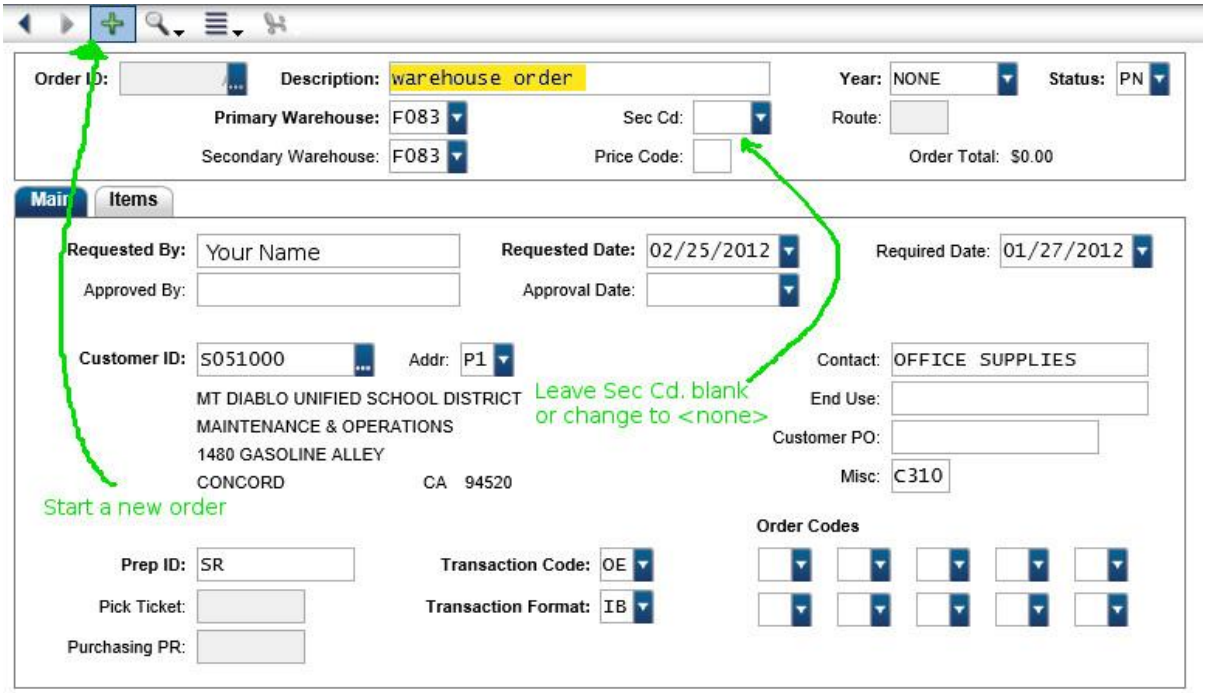
D I R #: _____

CUPCCAA: Yes/No Since Date

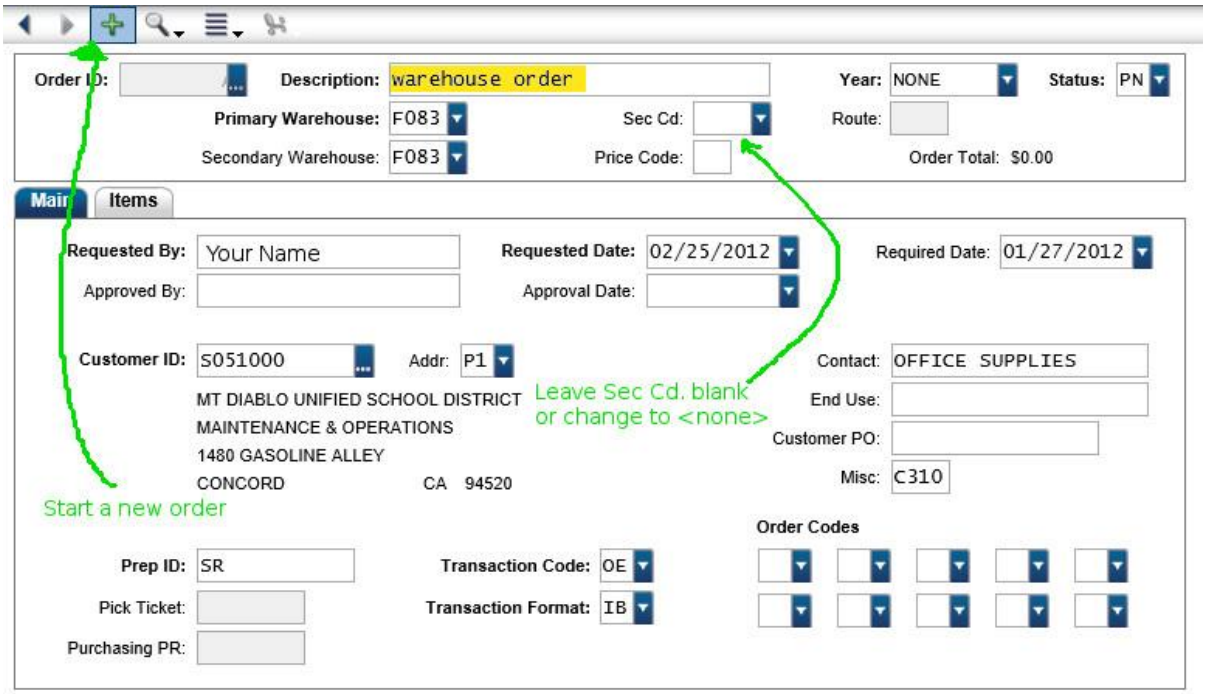
How to enter a Warehouse order in Business Plus



1. Select “Create Store Orders (SIOEUB) from your main Business Plus menu



2. Click the [+] button identified near the top of the window. This will clear the screen for a new order to be created.



3. Click the blue […] button to the right of "Order ID" to auto seed a new order number.

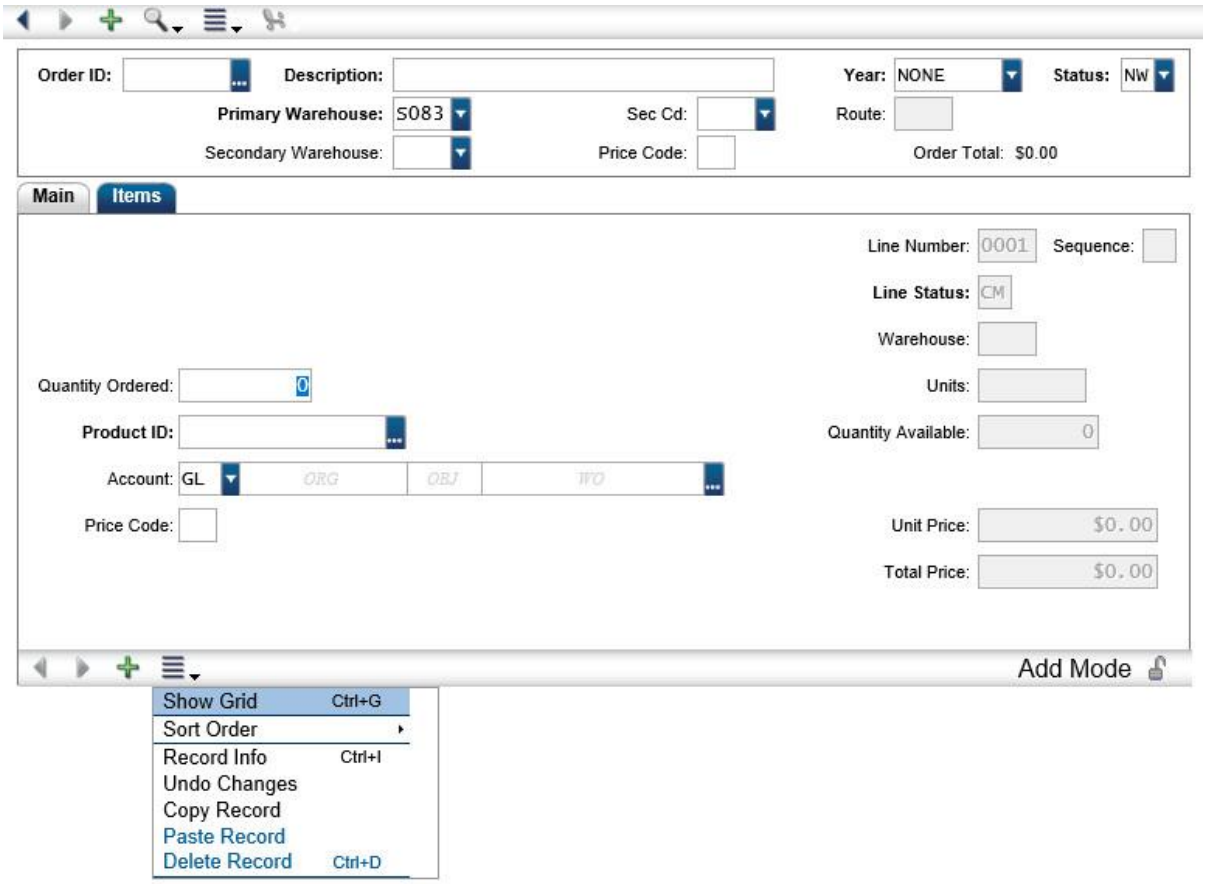
4. Click into the description section to enter your order description. Examples:
   * "March Warehouse Order"
   * " Walk-Through Order"

5. Click on the "Section Code" (Sec Cd), and set it to blank or <none>.

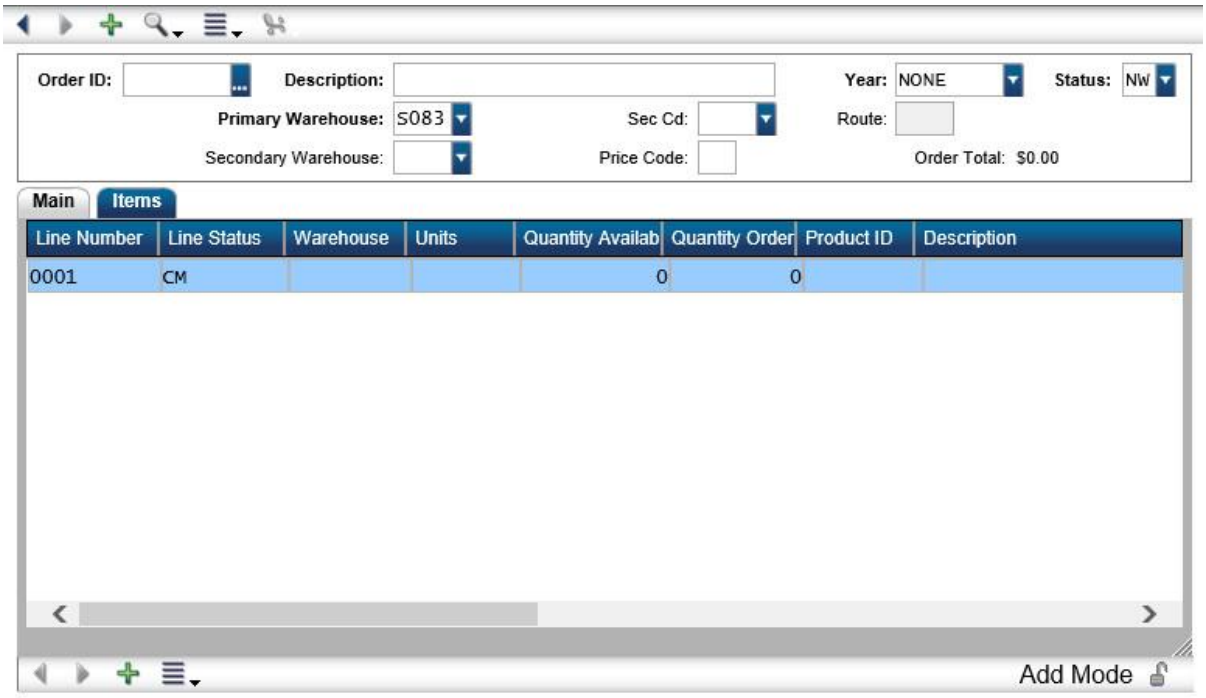
6. Click the "Requested By" section and enter the name of the person the order is for. This may be a teacher name or someone else in the office.

7. Click "Customer ID" and hit enter. Your school or location site number should automatically appear.

8. Along the left side of the window, there is a tab labeled "Items". Click the "Items" tab. Continue with step 9 on the next page.



9. Near the bottom of this screen is a menu button (shown above). Click the menu for the drop down that will let you select "Show Grid". Continue on the next page.



10. Use your mouse to click in the respective spaces along the grid line. When you reach the end of the line and have entered the budget code, press the [Enter] key. Input the items you need to order, one line per item. When all of your items have been input, hit the [Enter] key. A green check mark should appear at the top of the screen to indicate the order was received and includes the message, "Record Accepted".

* On this screen you are able to see the following: quantities you are entering / ordering, descriptions of the items, account codes, quantities available, units (how it is sold), and which warehouse is holding the item(s).

In the quantity available section of the screen you are able to see relevant information. If the amount available shows zero or negative, the item is no longer stocked or we are out of the item. Orders for these items will be "back ordered" and when or if the item returns to stock they will deliver at that time.

After adding an item to your order you can simply repeat the process on the next line to add another item. Each line may have its own account code and needs to be verified before committing your order.

* It is always good to leave the order screen and then return to verify the order was input correctly.

* Walk-Through orders need an advance phone call to the warehouse so that we are able to best serve you. When possible we will have your order pulled and waiting.

How to Cancel a PO

First, be sure you want or need to cancel the PO. You should be aware that the process of creating a PO and getting all approvals is time consuming and effects multiple people. If a change order is better suited, use that process. If you have established that the appropriate course is to cancel the PO, you need to make the request official by emailing your buyer. Only buyers can actually cancel a PO. Please give a complete written explanation for the cancellation.

How to Change a PO (and the rules)

The first step is to determine if a change order is the appropriate action or if it is even allowed in the given circumstance. The change order form is found on page 24 of this manual.

A change order generally may not be used to increase a PO more than 10% of its original value. Some exceptions include educational materials that are not subject to bid, CMAS or other similarly vetted vendors. Only PCC § 20118.3 exceptions are allowed without confirmation from the Purchasing department.

Some change orders must go to the Board. Any change order effecting a contract of $25,000 or more must go to the Board.

A change order cannot make a vendor change. If the vendor needs changed, the original PO must be cancelled and a new PR/PO generated.

The change order form must be filled out completely and clearly enough that someone with no knowledge of the circumstances can understand the request. The authorizing signature is required. Also, please check your math.

Create an "Open" PO

For all open orders, the basic template is below and will need to be changed to fit your vendor and material description(s). Start the same way you would any other Purchase Request, (PR). Change the PO type to "B" for "Blanket Order". Once you are ready to enter items, follow the example line item entries below:

Open Order for Pots, Pans, Cooking Utensils and various other materials and supplies

PO total not to exceed $15,000

From July 1, 2018 to June 30, 2019

Authorized Buyers: Person 1 and Person 2 (Office Staff and/or Administrator)

Note to vendor:

School/Site will be contacting you to place orders on an as-needed basis and

charge against this PO.

Contact for any questions for this PO is:

Mr/Mrs Smith, Dept. XYZ

Phone: 925-682-8000, ext. 4321

Please be as specific and possible. Line Items should include a description, (this is important for the vendor to know), item or catalog number, color if it applies, size if it applies, etc. This will expedite your orders. There may be delays if not enough information is provided.

Cal Card Q&A

The following information is provided based on common questions we receive at Purchasing regarding the Cal Card.

If you have been issued a Cal-Card, (district credit card), it is for EMERGENCY USE ONLY. All exceptions need approval from Purchasing. Emergencies are defined as situations required to maintain classes, health and safety or critical operations. Lack of planning is not a legitimate emergency.

We are decreasing the number of cards issued to one Cal Card per site.

Statements are due no later than the 10th of every month to FISCAL. Do NOT send your statement to Purchasing or other Departments. Late statements effect the whole District.

On the District website under "Purchasing & Warehouse", subsection "Procurement Card Information", there is a lot of useful information as well as links covering everything from how to get a card, to downloading your statement and forms. https://mdusd-ca.schoolloop.com/departments/purchasing-whse/procurement_card

If you are missing a receipt, contact the vendor for a copy. If you are unable to obtain a copy, complete the Cal-Card Missing Receipt Form found on the above-mentioned website.

If you need to dispute a transaction, there is a form on the above web address.

You do not have to wait until you receive your statement comes in the mail. https://access.usbank.com ← Log in here and get your statement electronically. Or call the 800 number on the back of your card for assistance.

Keep in mind, as the cardholder you are responsible for any and all purchases until the District approves the expenditure. Items that are not approved will be paid by the cardholder. A check payable to "US Bank" will need to be submitted to A/P to clear the unauthorized charge.

Travel Q&A

AS OF FEBRUARY 7, 2019, DUE TO BUDGETARY RESTRICTIONS, ALL CONFERENCES AND TRAVEL MUST BE PRE-APPROVED BY YOU EXECUTIVE CABINET MEMBER.

Travel

The Conference/ Travel Approval form is required for all conferences or trips and must have full FQA budget codes and prior written approval from budget administrators and Assistant Superintendent or Executive Director (Council). It is the responsibility of the departments and school sites to track and ensure that adequate funds are budgeted and available for their travel request(s).

Use the Conference/ Travel Approval form for any type of event for travel including professional development, workshops, conferences, compliance, certification or trip away from the office for training, certification or compliance. Pre-approved authorization is required from a member of the Council, which includes the Superintendent, Assistant Superintendent of Schools for High School, Middle, and Elementary, or the Executive Directors of Instructional Support, Human Resources, and Special Education

Purchasing will require the Conference/ Travel Approval form for all travel related purchases and will not be processing travel requests without proper approval, documentation, and FQAs budget codes. Use the same form to submit all travel reimbursements related to this event processed through Fiscal Services after the event. The Conference/ Travel Approval form is located on the MDUSD website in the Departments tab in Purchasing and Warehouse in the District Employees section.

Conferences, Workshops and Event Registration
The District issues purchase orders for conferences and event registration. Submit the authorized Conference/ Travel Approval form and event information and registration as supporting documentation. Sign up for the conference and initiate a purchase order in BusinessPlus at least 30 days before the event to allow for District approval. Set up the purchase order to request a prepaid check if the vendor does not issue invoices and requires the payment to secure the registration. Reference the requisition number at registration. Indicate whether the payment check needs to be sent directly to the vendor or if the traveler will be picking up the check. For vendors that require prepayment and when time is too short to allow sufficient time for Accounts Payable to prepare a check an attendee may issue a personal payment or check for the registration and submit the receipt for expense reimbursement for approved registrations on the Conference/ Travel Approval form after the event. If the normal processes are not successful and additional assistance is required, contact Purchasing for help with signing up for the conference. Guidelines are located on the MDUSD Fiscal Services website. District employees are limited to two (2) annual conferences or workshops and subject to approval.

Hotel and Lodging
Purchase hotel and lodging by entering a prepaid purchase order into BusinessPlus. Call the hotel to obtain the best government or negotiated conference rates and hold the room reservation with a credit card. Set up the purchase order request to issue a prepaid check to pay for the daily rate with taxes and fees to the hotel. Specify when the check is required, and list the reservation information including the confirmation number, names of travelers, and dates of stay. For supporting documentation, use the authorized Conference/ Travel Approval form, event information and room confirmation as supporting documentation. Notify Fiscal if the traveler will be picking the check up and bringing it directly with them. It is the responsibility of the traveler to use a credit card at check in to pay for any incidental charges. If the hotel does not take a check then the traveler may need to pay for the room upon departure with a personal credit card and claim the allowable expense reimbursement on their Conference/ Travel Approval form. If additional assistance is required, contact the Purchasing Department.

Meals, Parking, Transportation & Other Travel Expenses
Refer to the Guidelines for Staff Development and Associated Travel Expenses Memorandum Effective January 1, 2018. Meals are reimbursed as per diem allowances to the traveler via the Conference/ Travel Approval Form and processed by Accounts Payable. District members will be submitting allowable travel expenses such as parking fees, vehicle rental, tolls, or shuttle services, and are required to save and submit all receipts. The Conference/ Travel Approval Form will be used for all travel related expenses and reimbursements after the event. Expense information is located on the MDUSD website under Accounts Payable in Fiscal Services.

Air Travel
Initiate and request District Air Travel on the Conference/ Travel Approval form and obtain all required budget codes, approvals, and conference schedule. In order to reserve a flight include your official name, birthdate, contact information and any travel requests or constraints. For airport security purposes, traveler reservation information should match your identification. Flight itineraries will be emailed to the travelers. Itinerary changes can be made by directly calling the airline. If additional assistance is required contact Betty Christians in the Purchasing and Warehouse Department.

Amazon Purchases (COMING SOON)

The District does not approve of the use of Amazon for purchasing. MDUSD has bids and contracts with vendors for goods and services. MDUSD is required to honor such bids/ contracts when purchasing specific items. In order to ensure we get the full value we sought through the bid process, it is mandatory that the PO process be utilized whenever possible. If you have exhausted the PO process and comparable items are not available, please report the discrepancy to Purchasing with your request for an exception to utilize an online vendor. This is as simple as an email to the Director of Purchasing, Elizabeth McClanahan – mcclanahane@mdusd.org - describing what you found, vs what you need and why you feel an exception is needed. When there is no conflict with a contract or bid and the purchase is allowable by Board Policy and Public Contract Code, an exception will likely be granted.

Items ordered from any source should **never** ship to your home or personal address. All items purchased with District funds must ship to District addresses. Items with a value of $500.00 or more may only be purchased through or with direct support of the Purchasing department and will require asset tagging.

Service Agreements

AKA – Independent Service Contracts or ISC's

Any time a service is being provided, it is likely that an Independent Service Contract, (ISC), will be required. ISC's are typically needed for Architects, Engineers, DJ's, Small Contractors, Therapists, Pathologists, Consultants, Assemblies and anyone providing a service. The appropriate forms are located on the District website under "Purchasing & Warehouse" sub-section" contract". All contracts require a W-9 and proof of current insurance for the District file. Completed documents along with the W-9 and current proof of insurance need to be submitted to Purchasing. Also, a PR should be entered into Business Plus for the contract. If the entity is not yet in Business Plus, you can wait until the vendor is added, (W-9 and insurance are required to 1enter a new vendor or update an existing one), or select TBD as the vendor and Purchasing will update the vendor on the Purchase Requisition.

Insurance for an ISC must list the MDUSD as additionally insured, using the 1936 Carlotta Dr., Concord, CA 94519 address. The insurance must also have an endorsement that identifies the MDUSD as additionally insured – not an individual/ site. Purchasing will validate that the endorsement meets the legal requirement. A PO will not be issued without proper insurance and W-9 on hand at Purchasing.

Any contract with a value of $25,000.00 to $90,600.00 will need to go to the Board for approval and should be listed under consent. Any contract that will be over $90,600.00 needs confirmed with Purchasing as a bid may be required. Note: Educational specialties may fall under Government Code §53060 and may not require bidding but still require Board approval.

Copier Contract Information

If you still need a copier, our current – 2018 - contract is with KBA Docusys.

Contact:

Bobby Ament
Phone 415-488-7121
Email: bobby.ament@kbadocusys.com
PEID #060890

What is NJPA, TCPN, CMAS, TIPS, Etc.

These businesses all try to provide school districts and other government agencies opportunities to make a procurement without going to bid. These organizations must use a process that meets the California Public Contract Code.

CMAS = California Multiple Award Schedule. According to the California Department of General Services or DGS, *"The California Multiple Award Schedules (CMAS) offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive."* No bid required from a verified CMAS vendor.

NJPA = National Joint Powers Alliance, now operating as, "Sourcewell-mn". This group runs bids for products and services and requires participating vendors allow use of the bid results by other entities like school districts. The Purchasing department needs to validate the bid for any vendor sought through NJPA. There are California Public Contract Code rules that limit our ability to use some of these types of contract. For instance, in California we are only able to use a bid that is run outside of California when specific legal language was included in the bid. Furthermore, we can only use it the first three years from award, even if it was a 5 year bid.

TCPN = National IPA. This operation is similar to NJPA and also must be verified by Purchasing every time.

There are many more of these organizations. Check with Purchasing to ensure vendor validity and bid requirement before ordering from a vendor that is not already in Business Plus or if the order will be over $10,000.00. *Refer to bid requirements on page 18 – Comparative Shopping Guide.*

Cleaning Products

(Except when a specific direction or code applies)

Are cleaning products allowed? Will the purchase be reimbursed?

The CUPA (Certified Unified Program Agency) that regulates Hazardous Waste for the District through the Contra Costa Health Services office does **NOT allow any chemicals in the classroom**. This is a violation of the MDUSD Hazardous Materials Business Plans. It is also a violation of the Williams Act inspections.

The state law -

From AB-821, § 17615.2b - "Environmentally preferable cleaning and cleaning maintenance product intended for routine cleaning and cleaning maintenance, including, but not limited to, general-purpose cleaners, bathroom cleaners, carpet cleaners, glass cleaners, floor cleaners, floor finishes, floor strippers, hand cleaners, and soaps" means a product that meets independent, third-party certification criteria for lesser or reduced effects on human health and the environment compared with competing goods or services that serve the same purpose. "Environmentally preferable cleaning and maintenance product" does not include any disinfecting cleaner, sanitizer, or any other antimicrobial product regulated by the Federal Insecticide, Fungicide, and Rodenticide Act (7 U.S.C. Sec. 136 et seq.), until the United States Environmental Protection Agency adopts a final rule that may allow these products to make environmentally preferable claims and obtain and use environmentally preferable certifications.

§ 17615.3a - By the 2011–12 school year, or when it is economically feasible, all school districts, and all nonpublic elementary and secondary schools with 50 or more pupils, shall purchase and **use exclusively environmentally preferable cleaning and cleaning maintenance products** if an environmentally preferable cleaning and cleaning maintenance product exists.

Where a specific direction has been assigned by an agency with whom the District must comply, appropriate documentation of the requirement needs to be kept available to support the exception. The Contra Costa Child Care Council has specific requirements for proper sanitizing of tables. The requirements also specify that children be away during the process.

Returning to the questions, No, cleaning products are not generally allowed. Because chemicals are not allowed in the classroom, the **District will not reimburse for their purchase**.

Appropriate cleaning products can be supplied by Maintenance & Operations/ Custodial Department or Warehouse Stores orders.