

## ***PURCHASING POLICIES AND PROCEDURES***

The Board of Education, governing board of the Tustin Unified School District (TUSD), has adopted a centralized purchasing concept whereby the District will maintain an actively competitive attitude to obtain the best combination of product quality, price, and delivery.

The goal of the Purchasing Department is to accomplish this through a cooperative effort between buyers and suppliers. The TUSD purchasing philosophy is to maintain professional relationships with all vendors and to be receptive to new ideas and concepts.

The Purchasing Department shall conduct all purchasing transactions for the District. However, under the law, the Board of Education has the sole responsibility for approval of all purchases and contracts of the District.

Vendors are required to conduct their business directly with the Purchasing Department between 8:00 a.m. and 4:00 p.m. Appointments are suggested.

## ***SELLING TO THE DISTRICT***

Vendors who wish to conduct business with the District should send an email to [purchasing@tustin.k12.ca.us](mailto:purchasing@tustin.k12.ca.us) stating the type of product or service offered. If the District uses this type of product or service and the vendor has facilities to provide the District with responsible service, the vendor will be added to our bid list and contacted as needed. Bid lists

are maintained only for those products and services the District regularly requires.

## ***BUYING MATERIALS OR SERVICES***

The Purchasing Department acquires materials, supplies and equipment for all District schools and departments in addition to securing bids, requests for proposals, and quotations. Similarly, the Maintenance & Operations Department provides purchasing services including bids, proposals and quotations for materials and supplies pertaining to their operation.

## ***VENDOR CONTACT***

As the District has a centralized purchasing policy, direct soliciting of schools, departments, or personnel is discouraged. Many products are standardized. The District's Purchasing Department can also help you qualify your products if they are items for which District standard specifications exist.

## ***PURCHASE AND BID INFORMATION***

A purchase order (PO) or contract is issued for every purchase made. Most services, materials, and equipment are purchased by competitive bid. Techniques and procedures vary with size and type of purchase, but all purchasing procedures are designed to encourage open competition.

Purchases made in the name of the District without an authorized PO shall be considered an obligation of the person making the purchase and not an obligation of the District. Payments will only be made for authorized purchases; therefore, please do not provide

materials or services without first obtaining a purchase order.

### **Purchase Orders**

The acquisition of materials and/or services totaling less than \$5,000.00 (including sales tax) may be made by issuing a purchase order, following competitive negotiations with vendors.

### **Written Quotations (Informal Bids)**

Written quotations for more than \$5,000 (including sales tax) for materials and/or services shall be solicited to obtain at least three quotes.

### **Bids**

Formal, advertised bids are required for the purchase of (1) equipment, materials and supplies; (2) services, except construction services; and (3) repairs, including maintenance, that are not public projects. The bid limit that governs these competitive bid contracts is \$109,300. These contracts are presented to the Board of Education for award.

\* In accordance with requirements of the Public Contract Code, the bid limit is annually increased to reflect the change in the Implicit Price Deflator (IPD).

### **Bid Advertisements**

Formal bids are published in the legal section of the Orange County Register once a week for two consecutive weeks prior to bid opening.

### **Bid Award**

The purchase of goods and/or services shall be awarded to the lowest responsible and responsive bidder. The evaluation of awards may be based upon price, specifications, quality, past performance of supplier or contractor, compatibility of bid items with existing equipment or materials, and, where appropriate, delivery or completion time.

After bids have been reviewed and analyzed, a recommendation shall be made to the Board of Education at the next regularly scheduled

Board meeting. Bids will be available for review in the Purchasing Department after the awards have been made.

### **Bid Documents**

The District attempts to explain fully and explicitly the needs and the terms and conditions of sale. Read bid invitations and requests for quotations carefully, including the fine print, to ensure you comply with all requirements before bidding.

### **DELIVERIES**

All materials shipped to the Tustin Unified School District shall be directed to the Receiving Warehouse at 1302 Service Road, Tustin, CA, 92780, unless otherwise specified on the purchase order. Any changes in shipping **MUST** be approved by the purchasing department prior to shipment. The purchase order number must appear on all packages and packing slips. Receiving hours are 7:00 a.m. to 2:00 p.m., Monday through Friday.

### **INVOICES**

To expedite payment, all invoices shall be directed to Tustin Unified School District, Accounts Payable, 300 South C Street, Tustin, CA, 92780. All invoices submitted must include a reference to the appropriate purchase order number.

### **M.S.D.S.**

Vendors are required to provide Material Safety Data Sheets (M.S.D.S.) from the manufacturer for all products that are hazardous, as defined by Title 8, California Code of Regulations.

## **TUSTIN UNIFIED SCHOOL DISTRICT**

### **BOARD OF EDUCATION**

Jonathan Ablove, President  
James H. Laird, Vice President  
Allyson Damikolas, Clerk  
Jonathan Stone, Member  
Lynn Davis, Member

### **DISTRICT STAFF**

Dr. Mark Johnson  
Superintendent of Schools

Harold Sullins  
Chief Financial Officer

Nam Nguyen  
Sr. Director, Business Services

Joslyn Crawford  
Director, Fiscal Services

Alejandra Figueroa  
Director, Business Support Services  
(714) 730-7301 x51357  
[afigueroa@tustin.k12.ca.us](mailto:afigueroa@tustin.k12.ca.us)

Dulce Sorto  
Purchasing Specialist  
(714) 730-7301 x51320  
[dsorto@tustin.k12.ca.us](mailto:dsorto@tustin.k12.ca.us)

Annie Bohn  
Purchasing Clerk  
(714) 730-7301 x51371  
[abohn@tustin.k12.ca.us](mailto:abohn@tustin.k12.ca.us)

Anna Greene  
Purchasing Clerk  
(714) 730-7301 x51377  
[agreene@tustin.k12.ca.us](mailto:agreene@tustin.k12.ca.us)

# **A VENDOR'S GUIDE TO POLICIES AND PROCEDURES**

*(for Non-Public Works)*



## **TUSTIN UNIFIED SCHOOL DISTRICT**

*A legacy of Excellence*

**Purchasing Department**  
**300 South C Street**  
**Tustin, CA 92780**  
**Phone (714) 730-7301**  
**Fax (714) 730-7511**  
**[www.tustin.k12.ca.us](http://www.tustin.k12.ca.us)**