

## PURCHASING POLICIES AND PROCEDURES

The Redlands Unified School District has a centralized purchasing system to obtain the best product quality, price and delivery.

The goal of the Purchasing Department is to accomplish this through a cooperative effort between buyers and suppliers. The RUSD purchasing philosophy is to maintain professional relationships with all vendors. No premiums, gifts, favors, or any form of personal consideration to District employees are allowed.

The Purchasing Department shall conduct all purchasing transactions for the District. However, under the law, the Board of Trustees has the sole responsibility for all purchases and contracts of the District; this responsibility cannot be delegated.

Vendors are required to conduct their business directly with the Purchasing Office between 8:00 A.M. and 3:30 P.M. Appointments are suggested.

Purchases made in the name of the District without an authorized purchase order, shall be considered an obligation of the person making the purchase and not an obligation of the District.

Contracts are valid only if signed by the Assistant Superintendent of Business, the Superintendent, or the Purchasing Manager.

### **1. SELLING TO THE DISTRICT**

Vendors should send a letter addressed to Purchasing stating the type of product or service that they offer. When the District uses the type of product or service the vendor will be contacted. Bid lists are maintained only for those products and services the District regularly requires.

### **2. BUYING MATERIALS OR SERVICES.**

The purchasing staff generally buys materials, supplies and equipment for all District schools and departments. Purchasing also lets all public works contracts and contracts for the construction and modification of District facilities. The Child Nutrition Department purchases food and food services. The purchases of various supplies and services for student bookstores and student activities which will be financed out of student body funds are made independently by each school under the direction of its Student Activities Office.

### **3. VENDOR CONTACT.**

Direct soliciting of school, shop, or personnel is discouraged. Please contact the Purchasing office and they will advise whether your product is the type that should be sold directly to using personnel and direct you to them. They can also help you qualify your products if they are ones for which District standard specifications exist.

### **4. INVOICES**

To expedite payment, all invoices shall be directed to Redlands Unified School District, Accounts Payable, P. O. Box 3008, Redlands, CA 92373. All invoices should be submitted in triplicate and include the appropriate purchase order number.

### **5. 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.

### **6. PURCHASE AND BID INFORMATION**

- . A purchase order is issued for every purchase made. Techniques and procedures vary with size and type of purchase (see guidelines on back) but all purchasing procedures are designed to encourage open competition.
- . **To assure yourself that the purchase has been authorized and will be paid for, do not provide materials or services without first obtaining a purchase order.**
- . Formal bids are mailed to vendors on a current listing and published in the legal section of the Redlands Daily Facts once a week for two consecutive weeks.
- . Presence at bid openings is not required although vendors/contractors are encouraged to attend.
- . The purchase of goods and/or services shall be let to the lowest responsible *and* responsive bidder. The evaluation of awards may be based upon price, specifications, past performance of vendor or contractor, compatibility, quality and, where appropriate, delivery or completion time.
- . After bids have been reviewed and analyzed; a recommendation shall be made to the Board of Trustees at the next regularly scheduled Board meeting. Bids will be available for review in the Purchasing Office after the awards have been made. Board meetings are regularly scheduled on the 2nd and 4th Tuesday of each month.
- . A vendor may be relieved of a bid in certain cases which a mistake was made in filling out the bid. The vendor must give a detailed written notice of the mistake to the District within five days of the opening of the bid. The bidder who is relieved of a bid will be prohibited from participating in further bidding on the project/purchase.
- . Failure to respond to bid invitations or price requests will result in removal from bid lists.
- . Bidder is responsible for reading and understanding bid invitations, terms, conditions, and requests for quotations. Please be sure that you can comply with all requirements before bidding.

### **7. DELIVERIES**

All materials shipped to the Redlands Unified School District shall be directed to the **Warehouse at 250 N. Church Street, Redlands, CA, 92374**, unless otherwise specified on the purchase order. The purchase order number must appear on all packages and packing slips. Receiving hours are 8:00 A.M. to 3:30 P.M. Monday through Friday excluding holidays.

**DIRECTORY**

ARROYO VERDE ELEMENTARY

7701 Church Street, Highland

BRYN MAWR ELEMENTARY

11680 Whittier Ave, Loma Linda

CRAFTON ELEMENTARY

311 N. Wabash Ave, Redlands

CRAM ELEMENTARY

29700 Water Street, Highland

FRANKLIN ELEMENTARY

850 E. Colton Ave., Redlands

HIGHLAND GROVE ELEMENTARY

7700 Orange Street, Highland

JUDSON & BROWN ELEMENTARY

1401 E. Pennsylvania Avenue, Redlands

KIMBERLY ELEMENTARY

301 W. South Ave., Redlands

KINGSBURY ELEMENTARY

600 Cajon Street, Redlands USD

LUGONIA ELEMENTARY

202 E. Pennsylvania Ave., Redlands

MARIPOSA ELEMENTARY

30800 Palo Alto Dr., Redlands

McKINLEY ELEMENTARY

645 W. Olive Ave., Redlands

MENTONE ELEMENTARY

1320 Crafton Ave., Mentone

MISSION ELEMENTARY

10568 California St., Redlands

SMILEY ELEMENTARY

1201 w. Cypress Ave., Redlands

VICTORIA ELEMENTARY

1505 Richardson St., San Bernardino

BEATTIE MIDDLE

7800 Orange Street, Highland

CLEMENT MIDDLE

501 E. Pennsylvania Ave., Redlands

COPE MIDDLE

1000 W. Cypress Avenue, Redlands

MOORE MIDDLE

1550 E. Highland Ave., Redlands

CITRUS VALLEY HIGH

800 West Pioneer Ave., Redlands

REDLANDS HIGH

840 E. Citrus Ave., Redlands

REDLANDS EAST VALLEY HIGH

31000 E. Colton Ave., Redlands

ORANGEWOOD HIGH

515 Texas Street, Redlands

REDLANDS INDEPENDENT STUDY

&

REDLANDS ADULT

820 W. Stewart Ave., Redlands

**GUIDELINES/PROCEDURES FOR  
PRICE QUOTES AND BIDDING**

Furniture & Equipment

\$78,900 or more Formal bidding process

Service Public Works

\$30,000 or more Informal bidding process  
\$175,000 or more for Formal bidding process

**A VENDER'S GUIDE TO  
PURCHASING POLICIES  
AND PROCEDURES**



**REDLANDS UNIFIED SCHOOL  
DISTRICT  
P.O. BOX 3008  
REDLAND, CA 92373**

**PURCHASING**

**20 WEST LUGONIA AVENUE  
REDLANDS, CA 92374**

**909-748-6715**

Updated 5/10/11 misc/vender guide