

Purchasing Office

Vendor Policies and Procedures

“WE ARE AN EQUAL RIGHTS AND OPPORTUNITY SCHOOL DISTRICT”

Background

Pittsburgh Public Schools is the second largest of over 500 school districts in the Commonwealth of Pennsylvania. As one of the largest employers in Allegheny County, the District contributes significantly to the economic base of the area.

Overview

The Purchasing Office is responsible for the procurement of all goods and equipment for use by the School District in conformance with Pennsylvania law and School District of Pittsburgh Policies and Regulations. The Purchasing Office should be the first point of contact for vendors wishing to present or demonstrate products. Purchasing personnel have full authority to review the quality, quantity, and kind of material requested in order that the best interests of the District are served.

Authority

The School District of Pittsburgh delegates authority to the Purchasing Support Manager to issue purchase orders for the procurement of goods and services. Any purchase order or other commitment to purchase goods or services signed by anyone other than a representative of the Purchasing Office will not be honored, with the exception of orders – not to exceed \$500 – to be paid by authorized school personnel from petty cash accounts and procurement cards available at the individual schools and office locations.

Vendor Visits

The Purchasing Office welcomes and encourages visits by vendors or their representatives. In order that the staff and vendors may schedule their time most productively, buyers are generally available Monday through Friday from 7:30 – 4:00 for vendor visits. Appointments should be scheduled with a buyer at times that are mutually convenient.

Vendor Assistance

Pittsburgh Public Schools encourages vendors to supply line cards, catalogs and price lists of the goods and services they provide in addition to providing the District assistance in the development and writing of specifications.

Vendor Bid List

The Purchasing Office maintains a listing of all registered prospective bidders/offers classified by commodity. To be placed on the appropriate bid list, vendors must send a written request that identifies the materials they wish to provide. All qualified bidders will be afforded equal opportunity to quote/bid and will compete on equal terms.

Buyer Assignments

Leon Webb

Purchasing Support Manager

(412) 488-4664

Automotive supplies and equipment, Computer equipment, supplies and software, Custodial equipment and supplies, Diesel fuel and gasoline, Furniture, Interscholastic Athletics, Xerographic paper, Physical Education, Window cleaning, Appliances, Refuse removal, and Truck purchases and rental

lwebb1@pghboe.net

Fran Reese-Chope

Senior Buyer

(412) 488-5142

CTE, Library books, Magazine subscriptions, Textbooks, Library supplies, Non-adopted books, Printing, Swimming pool chemicals, equipment, supplies, and water analysis, Tradesmen equipment and supplies, Uniforms, Gift cards, First Aid and Medical Supplies, and *PeopleSoft* training.

freesechope1@pghboe.net

Mark Jordan

Expeditor

(412) 488-5145

Direct connect, Catalog orders, Art supplies, Classroom supplies and equipment, Early Childhood, Pre-printed Schoolroom lists, Packaging materials, Special Ed, Music supplies, Science supplies, and Maintenance agreements.

mjordan1@pghboe.net

Procurement Guidelines

Small Purchases – Request for Quotation (RFQ)

Where the cost of goods or services is less than \$18,500, the Purchasing Office is authorized by the School District of Pittsburgh to issue purchase orders based on verbal or written (under \$10,000) or multiple written (\$10,001 - \$18,499) quotations obtained through an informal process. A record of all vendors solicited and responses received is maintained by the Purchasing Office.

Sealed Competitive Bidding

Where the estimated total cost of goods or services is more than \$18,500, sealed competitive bids will be solicited from vendors who have requested in writing that their names be placed on the Purchasing Office's vendor bid list. In addition, the Purchasing Office is required to advertise for bids in two local papers during each of the three weeks immediately preceding the date of the bid opening. Generally, bid notices will be available from the Purchasing Office at least 10 days prior to the date set for receipt of all bids. All purchases in excess of \$18,500 must be approved by the District's Board of Education before a purchase order will be issued. Bids which do not conform to the bid terms will not be considered.

Emergency Purchases

An emergency situation may arise involving a threat to personal safety, life or property, i.e. a sudden and unexpected occurrence of a serious, urgent and threatening nature that demands immediate action to avoid termination of essential services or dangerous conditions. In such cases, the Purchasing Office may issue a purchase order without formal competitive bidding only with the authorization of the Secretary of Education as outlined in Section 751 of the Public School Code of Pennsylvania. Emergency procurements must be approved by the Chief Financial Officer and the Superintendent.

Alternate Bids

An alternate bid is a bid which varies from the specifications. An alternate bid must be clearly distinguished as an alternate by the bidder. Alternate bids may incorporate advances in technology and can result in substantial savings, not only in monetary terms, but in operation efficiencies. Alternate bids will be considered only if allowed for in the requirements with the revised specifications using features of the alternate. The Pittsburgh School District will consider and may accept alternate proposals in accordance with the RFP. Alternate proposals must meet or exceed the intent of the RFP requirements or scope of work.

Brand Name

Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bids or proposals to the specific brand, make or manufacturer named. It is not intended to exclude other products, but to convey the general style, type, functional characteristics and quality of the item desired. Any item which the Pittsburgh School District, in its sole discretion, determines and approves to be the equal of that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended, will be considered. The award will be made to the lowest responsible bidder or offerer submitting the functional equivalent of similar quality to the brand name described in the solicitation. Thus "equal" products of other manufacturers may be considered if the detailed explanation of claim of equivalency is contained in or accompanies the bid or proposal.

Samples

The submittal of bid samples may be a requirement of the solicitation and must be furnished at no cost to the Pittsburgh School District. Each individual sample must be labeled with the

bidder's name, manufacturer's brand name and number, solicitation number and item referenced. Sample submitted by the successful bidder may be held for comparison with merchandise furnished. Sample may be subject to test and evaluation whether by a qualified laboratory or test panel, and the results may be a factor in making the award. Non-consumable samples will be returned to the bidder at the bidder's request and expense.

Fascimile Bids

Small Purchases

The Purchasing Office will receive and accept facsimile bids prior to the time and date designated for bid submission *for unsealed bids only*, Request for Quotation (RFQ).

Formal Sealed Bids

The Purchasing Office *will not* receive or accept facsimiles for formal sealed bids, Request for Proposals (RFP).

Receipt of Sealed Bids

Solicitations will specify that competitive bids are to be received by the specific date and hour in the Business Office. The Pittsburgh School District does not accept bids/proposals after the date and time specified, or those sent to any other locations.

Bid Openings

Sealed bids are publicly opened and read aloud at the time and date specified. Vendors are invited to attend bid openings. Once the bid/proposal opening session is concluded, committee evaluations and competitors solicitation response will not be discussed with the vendors until after the award is made. Individual vendors may be contacted for further information concerning their solicitation response.

Solicitation Results

The Purchasing Office, upon evaluation of solicitation results, and unless all responses are rejected, will issue a Purchase Order if the amount is less than \$18,500. If greater than \$18,500, the Purchasing Manager will recommend the award to the Board of Education for approval at a public Board of Education Meeting. If approved, the Purchasing Office will subsequently issue the Purchase Order. The Purchasing Office does not routinely notify unsuccessful vendors or mail bid recaps. Vendors wanting to review results must contact the buyer shown on the original bid request.

Award Questions

Any bidder may question the award or decision to award a contract by submitting concerns in writing to the Purchasing Manager no later than ten (10) days after the award is made. The Purchasing Manager will review and reply, as well as initiate any appropriate action.

Delivery of Goods

Delivery of goods must be made to the location indicated on each Purchase Order. The vendor shall prepay all shipping charges unless an exception is specifically agreed to in advance of the shipment. The Pittsburgh School District will not accept COD orders. All shipments must be accompanied by appropriate packing slips containing the shipper's name, exact contents and Purchase Order number. If the items are to be shipped from a company or manufacturer other than the one specified on the Purchase Order, it is imperative that this information be included or the shipment may be refused. All deliveries must be "Inside Delivery" as stated on the Purchase Order. Deliveries will not be accepted if not delivered inside the building.

Payment

Vendors must address all invoices to the Accounts Payable Department address shown on each Purchase Order. Failure to do so may delay payment. Payment is not made until the purchase order is filled completely. Invoices that do not reference an authorized Purchase Order will be rejected.

Taxes

The Pittsburgh School District is exempt from federal and state taxes. A formal tax exemption certificate will be provided by the Purchasing Office upon request by the vendor.

Purchasing Office Address:

School District of Pittsburgh
Purchasing Office
1305 Muriel Street
Pittsburgh PA 15203
(412) 488-4664 Phone
(412) 488-5146 Fax