PURCHASING POLICIES AND PROCEDURES

Fullerton School District, utilizes 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 FSD purchasing philosophy is to maintain professional relationships with all vendors and to be receptive to new ideas and concepts.

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 Department between 7:30 A.M. and 4:30 P.M. Appointments are required.

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.

1. SELLING TO THE DISTRICT

Vendors who want to sell to the District should send an email to Michael_McAdam@myfsd.org stating the type of product or service offered. In the case of contractors, a short questionnaire may be returned soliciting information needed to enable placement on appropriate bid lists. If the District uses this type of product or service and the vendor has facilities to provide the District with responsible service, he/she will be added to our bid list and contacted when the District requires the service. Bid lists are maintained only for those products and services the District regularly requires.

2. LOCATING VENDORS.

The range of materials and services required by a school district are enormous. Buyers' vendor lists, area "yellow pages" and internet product searches are perhaps the most widely used sources of prospective vendors. We often refer to professional organizations, manufacturers trade journals, classified ads and other reliable sources of material and services. The District also buys through CMAS and the cooperative purchasing agreement established by the California State Department of General Services, Office of Procurement.

3. BUYING MATERIALS

The Purchasing Department acquires materials, supplies and equipment for all District schools and departments in addition to supporting the process with bids, public works contracts, requests for proposals and quotations.

4. VENDOR CONTACT

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

PURCHASE AND BID INFORMATION

1. A purchase order (P.O.) 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.

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

3. Formal bids are mailed to vendors on a current listing and published in the legal section of the local paper once a week for two consecutive weeks prior to bid opening.

4. All advertised bids will be received by the requesting department called our in the notice calling for bid in a sealed envelope identified with the bid name and number prior to the date and time specified in the bid instructions. Bids received after the scheduled bid closing will be returned unopened to the bidder.

5. Presence at bid openings is not required, although vendors are welcome to attend.

6. 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, 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 Trustees at the next regularly scheduled Board meeting. Bids will be available for review upon request.

7. The District attempts to explain fully and explicitly what it wants and the terms and conditions of sale. Read bid invitations and requests for quotations carefully, including the fine print, to be sure you can comply with all requirements before bidding.

DELIVERIES

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 6:30am-3:00pm Monday through Friday.

INVOICES

To expedite payment, all invoices shall be directed to Fullerton School District, 1401 W. Valencia Drive Fullerton, CA 92833
All invoices should be submitted including 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.

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A Vendor's Guide To Purchasing Policies and Procedures



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