

Frequently Asked Questions

Q: Do I need to be a local business to work with the District?

A: While we encourage and support local businesses, we welcome bids and proposals from all qualified vendors.

Q: May I visit school sites directly to introduce my company and products?

A: To help our schools focus on students and families, we request that vendors not directly solicit school sites. All vendor relations, introductions, and sales calls are managed centrally by the District's Contracts & Procurement Service Area. To schedule an appointment with the District's Procurement Team, complete and submit the online appointment request form located on the District's website.

Q: Who do I contact with questions?

A: For general purchasing inquiries, please contact the SMBSD Contracts & Procurement Service Area at purchasing@smbsd.net

General Information

- **Insurance Requirements:** Most vendors providing services on District property will be required to provide proof of adequate insurance, including general liability and workers' compensation.
- **Catering and Food Trucks:** Catering and Food Trucks require a valid health permit, Certificates of Insurance, and must be tied to a commercial kitchen.
- **Fingerprinting/Background Checks:** For personnel who will have contact with students, fingerprinting and background checks through the Department of Justice (DOJ) and FBI are mandatory.
- **W-9 Form:** All vendors must have a current W-9 form on file with the District.
- **Payment Terms:** Net 30 days
- **Responding to Solicitations:** Carefully review all documents and ensure your submission is complete and on time, late submissions are not accepted.

**We Look Forward to
Partnering With You!**



Doing Business with Santa Maria-Bonita School District



purchasing@smbsd.net



**Santa Maria-Bonita School District
Souza Student Support Center**

708 S. Miller Street
Santa Maria, CA 93454

www.smbsd.org



Welcome Local Businesses

At the Santa Maria-Bonita School District (SMBSD), we believe in the power of building strong relationships with our local, small, and Disadvantaged Business Enterprises (DBE). Together, we can create an environment rich in resources and opportunities for our students, families, staff, and schools.

Our Commitment to Fair and Transparent Procurement

SMBSD adheres to all applicable California Public Contract Codes, Education Codes, Federal Regulations, and District Board Policies to ensure a fair, transparent, and competitive procurement process. Our goal at SMBSD is to secure the best value for the District and create opportunities for a diverse group of vendors.



BECOME A DISTRICT VENDOR!

Start by visiting SMBSD.org and then navigate to "Departments" choose "Contracts & Procurement Services" and click the "Vendor Information" tab.

The "Vendor Information" dropdown will provide all the necessary registration options and links. Choose your vendor category and follow the instructions to complete the registration process.

Additional details about SMBSD Contracts & Procurement processes are located within the "Vendor Information" dropdown menu.

Vendor Registration Categories

Goods and Services Vendors:

By registering as a Goods & Services Vendor, your company's information will be added to the District's Master Vendor List. This comprehensive list is published directly on the District webpage, ensuring it is easily accessible to all District School Sites and Departments.

Construction & Maintenance Projects Under \$220,000:

The CUPCAA program offers an informal bid process for construction and maintenance projects valued at \$220,000 or less. To be included on the Santa Maria-Bonita School District's informal public works Bidders List, qualified contractors must submit the proper documentation. Additionally, vendors need to register with PlanetBids to receive notifications about CUPCAA bidding opportunities.

PlanetBids Vendor Registration for all Advertised Bid Opportunities:

Registration on PlanetBids enables you to receive notifications regarding bid opportunities for Goods, Services, and Public Works projects.

