

Doing Business with East Side Union High School District



A Vendor's Guide to Purchasing Policies and Procedures

East Side Union High School District
830 N. Capitol Ave.
San Jose, CA 95133
Phone (408) 347-5071 Fax (408) 347-5075
www.esuhsd.org

**Superintendent
Dan Moser**

Welcome to East Side Union High School District

The East Side Union High School District is a public school entity. It is a major purchaser of numerous goods and services operating eleven (11) comprehensive high schools, four alternative high schools, one continuation high school, and an Adult Education Program. The district is situated in the sloping eastern foothills of Santa Clara Valley. It is one of California's largest high school districts (grades 9-12) serving over 25,000 high school students and approximately 27,000 adults. As such, we are constantly striving to fill district needs in the most cost effective manner to obtain the best combination of product, quality, price and service.

Purchasing Policy

The East Side Union High School District operates its business based on a centralized Purchasing Program. A Purchase Order (P.O.) properly numbered, signed and authorized by the Purchasing Department is the only document by which the district obligates itself to a vendor. The Purchasing Department is the only department authorized to sign and issue purchase orders.

This policy is supported by the California Education Code, which requires that public school purchases have district approval prior to the receipt of goods and services.

Vendors are strongly advised not to provide materials or services to the district without first obtaining an authorized purchase order from the Purchasing Department. Purchases made in the name of district without an authorized P.O. may be considered a donation to the district or a personal obligation of the person making the purchase and not an obligation of the district.

Vendor Contacts

The district urges vendors to deal directly with the Purchasing Department on all purchasing related matters including sales calls, sales presentations, promotions, catalog distribution, returns, exchanges and substitutions. Vendors are discouraged from making sales calls directly at school sites and with district personnel. The district maintains a competitive environment in its approach to purchasing and suggests that vendors first contact the Purchasing Agent for direction and advice before making any sales presentations. This will save time and minimize confusion as to proper roles and authority in the district's procurement process.

What does the East Side Union High School District Buy?

The needs of the East Side High Schools are very diverse. They range from basic instructional materials for reading, writing, math, science, art and athletic supplies, furniture, audio and video equipment, office equipment, maintenance services, custodial supplies, transportation equipment, vehicles, computers, printers and software. The Child Nutrition Services Department purchases food supplies, services and food service equipment. The district also seeks services for equipment maintenance contracts, public works contracts in school construction, remodeling and site improvements.

New Vendors

To be placed on the district's vendor or bidders' list, a new vendor need only send a letter to the Purchasing Agent at 830 N. Capitol Avenue, San Jose, CA 95133, requesting to be placed on the list. This letter should contain at least the following information: business name, address, telephone and FAX number, e-mail address, product(s) and/or services offered, contact person, a line card, and business ownership certification (i.e. minority, women, or disabled veteran owned).

Bids - Formal and Informal

Formal bidding procedures are required for the purchase of materials and/or services exceeding amounts specified by law (which is currently specified at \$78,900 for materials and \$15,000 for public works services). This bidding process requires bidders to attend a bid conference and submit bids to the Purchasing Department in sealed envelopes at a specified time and date. Formal bids are primarily advertised in the legal section of the San Jose Mercury News or the San Jose Post Record. Minority, women, and disabled veteran owned businesses are strongly encouraged to participate in this process. The district awards bids to the lowest, responsive, responsible bidder and reserves the right to waive informalities and reject any and all bids offered.

Informal quotes, bids or proposals for materials and/or services may be requested and received in writing, by mail, e-mail, or facsimile, and/or verbally such as by telephone. Informal bids apply to purchases below the formal bidding limits.

Delivery Schedules

All materials and supplies orders shall be shipped to the District Warehouse located at 830 N. Capitol Avenue, San Jose, CA 95133 unless otherwise indicated on the purchase order. The P.O. number must appear on all packages and packing slips. Vendors should strive to meet all specified delivery schedules contained on purchase orders. If, for any reason, shipments cannot be accomplished as promised or as required, the Purchasing Department should be notified of the situation as soon as possible. Items remaining undelivered after 60 days of P.O. date may be cancelled.

Billing, Invoicing, and Payments

Invoices should be mailed promptly after delivery to the East Side Union High School District, Attn: Accounts Payable, 830 N. Capitol Avenue, San Jose, CA 95133. Invoices should be submitted in triplicate referencing the appropriate Purchase Order Number, otherwise, payment will be delayed. All school purchases are subject to state sales tax. Vendors can normally expect payment within 30 days of billing provided that proper purchasing procedures have been followed.

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 California Code, Title 8, General Industry Safety Orders, Section 5194.

Staff - Purchasing and Warehouse

Donna Bertrand C.P.M., Contract Administrative Coordinator
(408) 347-5071 e-mail: bertrandd@esuhsd.org

Janice Unger, Capital Projects Purchasing Manager
(408) 347-5079 e-mail: ungerj@esuhsd.org

Margaret Velasquez, Buyer
(408) 347-5073 e-mail: velasquezma@esuhsd.org

Sharon House, Buyer
(408) 347-5072 e-mail: houses@esuhsd.org

Manuel Rosa, Warehouse Supervisor
(408) 347-5280 e-mail: rosam@esuhsd.org

Administration

Dan Moser, Superintendent