

WELCOME TO THE PURCHASING DEPARTMENT

We appreciate your interest in doing business with Livermore Unified School District. We hope this guide will benefit you as a new or present supplier. Our aim is to help you in your sales effort and to promote a climate of good business relationships with Livermore Unified School District. This pamphlet will outline our purchasing policy and procedures. Whenever you need more information, please ask us.

PURPOSE

The Purchasing Department's purpose is to maintain continuity of services and supplies to support the various schools and departments.

The purpose of this guide is to explain how a vendor may participate in the District's business. The District is always interested in securing responsible vendors who can supply its needs promptly, economically, and in the desired quality and quantities.

SALES CALLS AND CONTACTS

Office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. To conserve time and ensure you adequate attention, we urge you to make a definite appointment before coming to the Purchasing Department.

NEW VENDORS

To be placed on the District's vendor or bidder's list, a new vendor need only log onto the District website www.Livermoreschools.org then look for Purchasing under Departments. Because

of the number of supplies and vendors the Purchasing Department deals with, submitting this online form does not guarantee a vendor will be notified every time a quotation or bid for that particular commodity or service is sent out. Keep in touch or send a reminder that you are there to service the District.

SPECIFICATIONS

Written specifications are used in the bidding and quote process to describe the required level of quality, quantity, delivery and scope of work. In addition to the specifications, certain terms and conditions governing purchases are also outlined in the bid/quote form.

Sometimes a vendor may expend considerable time and money presenting a product to an individual LVJUSD department in the hopes of making a sale. If you do this, remember that the purchase may eventually be made by competitive bid and what you spend for expensive designs, demonstrations and layouts does not guarantee you an order.

Specifications prepared by the LVJUSD departments are carefully reviewed by the Purchasing Department to eliminate undue restrictions and other limitations which unnecessarily reduce competition. The purchase will eventually be made from the lowest responsible bidder meeting these objective specifications. The help you offer a department in developing their purchase request cannot be considered when we make the purchase. We recommend, if you are called upon to provide expensive pre-



TAX

The District is exempt from federal excise tax, but pays sales and use taxes when applicable.

GIFTS AND GRATUITIES

Livermore Unified School District maintains a strict policy prohibiting the acceptance by its employees of gifts and/or gratuities from any supplier or potential supplier.

METHODS OF PROCUREMENT

The following methods of purchasing are available:

OPEN PURCHASE ORDERS

An open purchase order allows a vendor to sell goods to the District on an as-needed basis at specific prices or under a specific pricing arrangement, for a specified period of time.

PURCHASES FOR SUPPLIES & EQUIPMENT

Purchase of like supplies & equipment totaling over (\$10,000 for Maintenance Dept; may require competitive quotations). Quotations may be submitted to the Purchasing Dept. in person, by mail, or by facsimile transmission.

PURCHASES \$114,500 AND OVER

For purchases of any item or group of like items totaling \$114,500 or over, formal bids are required. Formal bids must be sealed and may be submitted in person or by mail. Formal bids cannot be submitted via telephone, E-mail or facsimile.

ACTING WITHOUT A PURCHASE ORDER NUMBER

All purchases charged to the District require a purchase order. If an individual calls you and attempts to place an order without a District purchase order number, you are cautioned to request an authorized purchase order number and obtain the name and department of the individual. The purchase order number is vital to doing business with the District. It is your insurance that you will be paid.

EXCEPTION: There may be times during an emergency when an order must be placed after hours or on weekends. Be assured that true emergency purchases at such times without purchase order numbers will be approved. Be sure to obtain the individual's name and department and request identification if the order is placed in person. Department personnel are instructed to obtain a purchase order the following workday. The employee who placed the order will contact you with an authorized purchase order number.

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