

**DELIVERY:**

All deliveries shall be made to the District's Warehouse at 871 N. 'J' Street, San Bernardino on weekdays only, 7:00 a.m. to 3:30 p.m. unless otherwise stated on the purchase order.

Deliveries made to sites other than those indicated on the purchase order will delay the clearing of the purchase order and cause a delay in payment.

The purchase order number must be indicated on all packages and packing slips.

**INVOICING AND PAYMENT:**

Itemized invoices indicating the purchase order number are to be emailed to [APinvoices@sbcusd.k12.ca.us](mailto:APinvoices@sbcusd.k12.ca.us).

Payment may be expected within thirty (30) days of delivery and receipt of correct merchandise and a properly submitted invoice. Terms of less than 30 days are not considered when determining the award of bids and quotes.

**MATERIAL SAFETY DATA SHEETS (MSDS):**

Vendors are required to provide Material Safety Data Sheets from the manufacturer for all products that are hazardous, as defined by Title 8 of the California Code of Regulations. Failure to do so may be cause for delay of payment.

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**KIM DELGADO, SENIOR PURCHASING CLERK**  
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**VENDOR  
INFORMATION  
AND  
PROCEDURE  
GUIDE  
PURCHASING SERVICES /  
WAREHOUSE**



**777 N F Street  
San Bernardino, CA 92410**

## **THE DISTRICT:**

The SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT services students from kindergarten through twelfth grade with an enrollment of approximately 47,000 students plus an Adult Education Program.

In accordance with the District's centralized purchasing policy, the Purchasing Department has the general responsibility for the purchase of all materials, supplies, and equipment.

Competitive bidding, verbal and written quotations are used as a means to procure needed products and services at the best price for the quality, which best meets the District's requirements.

The Purchasing Department seeks quotations and formal bids for the District's Maintenance and Operations Department for public works contracts such as asphalt, roofing, asbestos removal, etc., and emergency repair parts as required to maintain District vehicles, electrical service, plumbing and refrigeration units, etc.

Facilities Management has the responsibility of bidding for construction of buildings and acquiring additional properties.

## **VENDORS:**

The District has partnered with Opengov Procurement, a fully automated web-based online bidding and vendor management system. Vendors may view current bid opportunities and be added to our bidders' and source lists by registering with OpenGov at <https://sbcusd.com/bidpostings>.

Vendors wishing to meet with a Buyer should call for an appointment.

## **AUTHORIZED PURCHASES:**

A purchase order is issued for all purchases. Only the Purchasing staff has the authority to issue or revise purchase orders. Purchase order numbers may be given by telephone, when necessary, to expedite delivery.

The Purchasing Department staff wishes to cultivate and maintain professional relationships with all vendors and continue to increase our knowledge of products and equipment available. Therefore, vendors are required to conduct their business directly with the Purchasing Office.

Vendors may not visit District sites without prior authorization.

When appropriate, the Buyer will make arrangements for demonstrations, whether at school locations or at the vendors business location. Buyers will attend most demonstrations.

Purchases made by Maintenance and Operations for emergency repair parts or materials necessary for continuing work in progress also requires purchase order numbers. Purchase order numbers are issued by Purchasing to Maintenance and Operations staff to obtain these types of materials.

Orders accepted by the vendor without the issuance of a purchase order by Purchasing or Maintenance and Operations staff will be considered the responsibility of the individual placing the order and will not be considered an obligation of the District.

It is, therefore, important to contact the Purchasing Department regarding any orders placed by other District personnel prior to acceptance of the order.

## **FORMAL BIDS:**

Formal bids are required for supplies and equipment in excess of \$109,300. These amounts are in accordance with PCC 20111 and may increase

annually. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law. Projects awarded through UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission, Public Contract Code 22030). (Reference BP 3311.11 and AR 3311.12)

Legal advertisements for formal bids are printed in a local newspaper of general circulation, stating the title of the bid and the date of opening.

Formal bids are virtually opened at the time advertised for opening. The District's online bidding portal will not allow bids to be uploaded after the closing date and time.

It is not required, but bidders may virtually attend the public opening of formal bids. Upon opening, the bids are read aloud. Pricing is not announced. No decisions for award are made at the time of opening.

Award is made to the lowest responsible bidder(s) meeting or exceeding the specifications for the service or products to be purchased and in accordance with all the terms and conditions of the bid. Low bids which do not meet the District's requirements are rejected.

District personnel will be the sole judge as to whether the items bid are in fact, equal to the specifications.

The Board of Education has the responsibility for the award of formal bids. After evaluation of bids received, recommendations are submitted to the Board of Education for award.

Revised 3/2023 vendor pamphlet