



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2435

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CATEGORY: **Fiscal Management, Purchasing**

EFFECTIVE: **1-29-62**

SUBJECT: **Student Body Bids and Purchases**

REVISED: **2-18-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures to be followed in submitting items for bid or requesting district purchasing services.
2. **Related Procedure:**
Nonstock supplies, materials, and services 2415

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-6000, D-6700, K-9100.
2. **Release of Student Names and Addresses to Vendors.** Vendors doing business with secondary school students with the sanction of the district, or any individual school or Associated Student Body (ASB) of any school, shall be required to sign a statement that they will not divulge to anyone names and addresses of students, *and* that, if they do, they will be prohibited from doing business with the sanction of the school district in the future.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Accounting Department, Finance Division, Business Operations Branch.
2. **Competitive Bids.** Purchases of \$1,500 or more of a specific type of item in one school year *must* be submitted for competitive bid; bids may be solicited in writing or by telephone. Specifications *must* be issued to three or more responsible bidders.
3. **Specifications.** Bid specifications shall be clear, complete, and conducive to competitive bidding. Specifications may call for a brand name, model, number, type, or equivalent (o/e). However, if brand names are used, at least two brand names should be specified (e.g., "Brand X, or Brand Y, or equal") unless the item is "unique" (one of a kind) or is necessary to match existing equipment and material. Procurement and Distribution Department, Logistics Division, Business Operations Branch, may assist in preparation of specifications for bids upon written request by ASB.

- 4. **Services.** Specifications submitted for services, or goods and services, such as printing the school annual or newspaper, should outline the type and nature of service needed.
- 5. **Bid Awards.** A bid award shall be made to the lowest bidder unless there is adequate justification for rejection of a bid; everything else being equal, preference should be given to local vendors. *Only the principal or designee* shall decide which bids shall be accepted or rejected; all bids may be rejected if unacceptable.

D. IMPLEMENTATION

1. Person or Group Writing a Bid

- a. Collects all pertinent data regarding product or service required; prepares bid for duplication of copies. (Procurement and Distribution Department will prepare written specifications for ASB if requested by a letter directed to the procurement and contracts manager.) This does not include specifications for products (e.g., rings, sweaters) that require individual fittings. Bids must include the following:

Name of school	Quantity, unit, description
Present date	Terms
Closing date of bid	Bid instructions
Delivery date	Reservations

- b. Submits *invitation to bid* in writing or by telephone to at least three responsible bidders able to offer best prices consistent with quality, delivery, and service.
- c. Receives written bids; files *unopened* bids until closing date specified on bid. (It is advisable that witnesses be present when bids are opened.)

2. Secretary

- a. Notifies successful bidder by completing “Student Body Purchase Order” form (E.1.) and forwards a copy to bidder.
- b. Attaches successful bid, or statement of telephone bids, to file copy of purchase order. File copy, or attached statement, must show names of vendors to whom invitations to bid were sent and amounts of bids received.

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E. FORMS AND AUXILIARY REFERENCES

1. Student Body Purchase Order, Stock Item 22-S-7950

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education