

BECOMING A VENDOR

PURPOSE

All procurement activities for the District shall be centralized in the Purchasing Department of the Business Services Division.

The chief function of the Purchasing department shall be to render, within budgetary limitations, an efficient, centralized service to all schools, divisions, departments, and offices of the District in the procurement of equipment, supplies, and services.

Remember that contractual commitments may only be made by purchasing personnel.

VENDORS/NEW VENDORS

Methods utilized to acquire materials and services may include Informal Quotations (telephone inquiries), Formal Quotations (written) or Formal Advertised Bids. The District maintains a vendor file that is utilized as a resource for soliciting quotes as well as developing bid lists. A new vendor registration form can be downloaded from the District's website. This registration form may be sent to the Purchasing Office along with your company's W9. Correctly completed forms will be kept on file for one year. New vendors are encouraged to re-apply annually if no procurement has been awarded. It is incumbent on the prospective vendor to submit correctly completed forms and keep said forms current.

HOW ARE PROCUREMENTS AWARDED?

A purchase order (PO) is issued for every purchase made. Do not provide materials or services without first obtaining a PO to assure that the purchase has been authorized, and proper payment is made. Purchases made in the name of the District without an authorized purchase order, shall be considered an obligation of the person making the purchase and not an obligation of the District.

Be sure to read requests for price quotes and bid invitations carefully. The District attempts to explain fully and explicitly what it wants and the terms and conditions of the purchase.

MAY VENDORS CALL DIRECTLY ON SCHOOL PERSONNEL?

The District operates a central purchasing office. Therefore, direct soliciting of schools, shops, or personnel is discouraged without prior permission. Many products the District uses are standardized.

SHIPMENT, DELIVERY, PAYMENT

Shipment: Delivery in most cases will be made directly to the District F.O.B. destination.

Delivery: Requirements for delivery are specified on all bids and purchase orders. Failure to comply may cause cancellation of the order and will reflect on the vendor's performance rating.

Inspection: Our goal is to have inspection made immediately upon receipt as to condition, quantity, and conformity to specification. Variations from specification makes a shipment subject to rejection. There are times when inspection may be delayed due to unforeseen circumstances. The district will not be held responsible for non-conforming items even when inspection is delayed.

Billing: The purchase order number must appear on all invoices, shipping tags, and all correspondence relevant to the order.

To expedite payment, all invoices shall be directed to:

Conejo Valley Unified School District
c/o Accounts Payable
750 Mitchell Road
Newbury Park, CA 91320

Invoices sent elsewhere will delay payment.

GIFTS AND GRATUITIES:

This department maintains a strict policy prohibiting the acceptance by its employees, of gifts and/or gratuities from any supplier or potential supplier.

OFFICE HOURS:

Monday through Friday

7:30 AM to 5:00 PM

The following positions are available to assist you:

Purchasing Expeditor: (805) 498-4557 X 7553

Purchasing Specialist; (805) 498-4557 X7551

Intermediate Clerk: (805) 498-4557 X 7552