

Sequoia Union High School District

The Sequoia Union High School District is a public school entity. It is a major purchaser of numerous goods and services for four (4) comprehensive high schools, one (1) continuation high school and an Adult Education Program. 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 Sequoia 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.

Teachers, Administrators, and other staff members are strongly advised not to purchase materials or services without first obtaining an authorized purchase order from the Purchasing Department. Purchases made in the name of the district without a written authorized P.O. may not be paid and may be considered a liability and an obligation of the individual (employee).

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 Department 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.

Procurement Items

The needs of the Sequoia Union High Schools are very diverse. They include, but are not limited to 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 Food 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, you must send a letter to the Purchasing Department at 480 James Avenue, Redwood City, CA 94062, 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, and a contact person.

Bids - Formal and Informal

Formal bidding procedures are required by law for the purchase of materials, supplies, equipment and services exceeding amounts specified by [California Public Contract Code](#). Formal bids are primarily advertised in the legal section of the San Mateo Times. The district awards bids to the lowest, responsive, responsible bidder and reserves the right to waive any 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 350 James Avenue, Redwood City, CA 94062 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.

Billing, Invoicing, and Payments

Invoices should be mailed promptly after delivery to the Sequoia Union High School District, Attn: Accounts Payable, 480 James Avenue, Redwood City, CA 94062. Invoices should be submitted referencing the appropriate Purchase Order number, otherwise, payment may 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, Warehouse, & Reprographics

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Doing Business with Sequoia Union High School District



A Guide to Purchasing Policies and Procedures

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