

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 3310 (a)

Business and Noninstructional Operations

Purchasing Procedures

Personnel with purchasing responsibilities shall:

1. Exert every effort to obtain the maximum value for each dollar expended.
2. Comply with all applicable provisions of State and Federal laws governing school District purchasing.
3. Establish specifications that are descriptive of materials desired and that are sufficiently broad to promote competitive bidding, yet provide for the quality desired by the school District and as required by law.
4. Publicly open advertised bids at the prescribed time and place.
5. Attract and develop a group of responsible bidders able to offer the best prices consistent with quality, delivery and service.
6. Serve the best interest of the school District in all transactions.
7. Exert efforts to give all bidders an equal opportunity to qualify for school business.
8. Purchase without favor or prejudice.
9. Conduct all purchasing transactions in a businesslike manner.
10. Avoid all conflicts of interest.
11. Acquire usable material through the Federal Surplus Property Act.
12. Purchase locally when consistent with the policies listed herein.
13. Participate in cooperative purchasing with other governmental agencies when consistent with the policies listed herein.

Purchasing and Stores responsibilities:

1. Prepare and keep up to date a catalog listing all standard supplies. The catalog shall promote and will be built around the principles of simplification and standardization.
2. Maintain a file of current trade catalogs which shall be available to all departments.
3. Maintain a system of warehouse inventory control to account for available materials, equipment, and supplies.
4. Expedite the disposal of all surplus, obsolete, or scrap material.

Preferred Products

Whenever recycled products of equal fitness and quality are available at no more than the cost of nonrecycled products, the District shall purchase recycled products. The District also may give preference to the suppliers of recycled products. (Public Contract Code 12168, 12210)

Price, fitness and quality being equal, the District shall give preference to supplies manufactured, grown or produced in California, and shall next prefer supplies partially manufactured, grown or produced in California. (Government Code 4331)

When purchasing food, the District shall give preference to produce grown in the United States and/or processed in the United States insofar as this is economically feasible considering the total cost, quantity and quality of the food. (Public Contract Code 3410)