
FORMAL BID PROCESS (PUR-P008)
Sacramento City Unified School District

1.0 SCOPE

- 1.1 This procedure discusses the formal bid process for goods and service in the Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY

- 2.1 Director of Purchasing

3.0 APPROVAL AUTHORITY

- 3.1 Director of Purchasing Approved signature on file

4.0 DEFINITIONS

- 4.1 None

5.0 PROCEDURE

- 5.1 School Site and Department creates and submits an on-line requisition.
- 5.2 Budget and applicable departments approve the on-line requisition.
- 5.3 Purchasing Services receives the on-line "approved" requisition.
- 5.4 For purchases of \$72,400 or more, Purchasing Services prepares bid package.
- 5.4.1 Purchasing Services submits an Information Item to the Board via Administrative Services.
- 5.5 Purchasing Services advertises bid in the general circulation of a newspaper for two weeks.
- 5.6 Formal bid package is mailed to vendors.
- 5.7 Addendums are issued, where applicable.
- 5.8 Bid Opening is two weeks from the 1st day of the advertisement at a specified time in Purchasing Services.
- 5.9 Purchasing Services prepares a spreadsheet, if applicable, review and evaluate the bid.
- 5.10 Purchasing Services prepares consent board agenda for approval of recommended award.
- 5.11 Vendor letters are mailed upon Board approval.
- 5.12 Requisition is processed and a purchase order is printed and mailed to the awarded vendor (s).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Bid folder

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6.2 Hard copy purchase order

6.3 On-line purchase order

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Bid Folder	Purchasing	7 years	Discard as desired	Secured Warehouse
Hard Copy PO	Purchasing	5 years	Discard as desired	Secured Warehouse
On-Line PO	District Network	5 years	Discard as desired	Secured Information Services/Serna Center

8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1213/04	A	Initial release
06/06/06	B	Revise records retention table
11/28/06	C	Revise 5.4
12/15/08	D	Revise 5.4

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