

Revised 09-11-15



VENDOR INSTRUCTIONS

Purchasing Department

TO ALL INTERESTED VENDORS:

This handbook is designed to acquaint you with the procedures governing the purchase of products and services by the Salt Lake City School District (SLCSD) and to explain the standard terms and conditions applicable to the procurement process.

The rules and regulations governing the school district's purchasing policy have been promulgated by the Salt Lake City School District Board of Education as required by and in concert with Utah Procurement Code, Title 63, Chapter 56, Utah Code Annotated, 1953 and Administrative Procedures for Purchasing Policy – F-2.

The purchasing department has the overall responsibility for the procurement of products and services for the school district. While building construction is the responsibility of Auxiliary Services, (801) 974-8367, bidding is done in conjunction with the purchasing department.

We encourage all qualified vendors to offer their products and services to the SLCSD. Our website is located at <http://www.slcschools.org/departments/purchasing/#.VfMmL6PnaUm>. We welcome your questions or comments.

We also encourage all salespeople wishing to do business with the district or its schools to visit with the purchasing department instead of the schools. They are very busy with the education of children and would appreciate you not taking up their limited time with sales calls.

Sincerely,

Joe Bryant, CPM
Assistant Director of Purchasing

Non-Discrimination Statement: The Salt Lake City School District does not discriminate on the basis of age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation in its programs and activities, except where appropriate and allowed by law. The following person has been designated to handle inquiries and complaints regarding prohibited discrimination, harassment, and retaliation: Kathleen Christy, Assistant Superintendent, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8251. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

DIRECTORY

Address: 995 W. Beardsley Place, Salt Lake City, Utah 84119 Fax number (801) 974-8375

Website address: <http://www.slcschools.org/departments/purchasing/#.VfMnPqPnaUn>

Regular office hours are Monday-Friday, 7:00 a.m. to 4:00 p.m., Mountain Time PERSONNEL:

Assistant Director: Joe Bryant, CPM - 801.578.8264

Professional Services, Construction, Computers, Furniture, Project Management, Procedures, Other.

Buyer: Tonya Hodges, CPPB - 801.578.8261

Clothing, P-Card, Wholesale, Communications, Printing, Vehicles, Training, Utilities, Travel, Funds, Storeroom Support, Audio Visual Equipment, Other.

Buyer: Tony Field - 801.578.8257

Books, Athletic Equipment, Shop Equipment, Foods, Music Instruments, Contract Services, Office/School Supplies, Rentals, Other.

Purchasing Clerk:

Data Entry, IFAS Support, Office Support, Records Management, Other.

HOW TO REGISTER AS A VENDOR

New vendors seeking to do business with the Salt Lake City School District should submit a line card and contact information to: **Salt Lake City School District, Attn: Purchasing, 995 W. Beardsley Place, Salt Lake City, Utah 84119**. This information will be placed in a temporary file based upon the products or services offered by the vendor. When bids are needed for that product or service, the vendor's name may be added to the list of those from whom the District will solicit bids. Should the new vendor be successful in the bidding process, the following additional forms will be required before the vendor will be added to the District's Vendor Database: Vendor Registration Form (sent to the successful bidder by the Purchasing Department) and a copy of your W9 Form (required by the IRS). Return both forms to the above address or fax number.

The Vendor Registration Form

This form provides the District with the necessary information to add a vendor to our data base. To complete the section titled "Product Class Selection", refer to the accompanying Product Class Codes listing that identifies the products or services you can provide to the District. Note: these are general categories and may not exactly describe the products or services you are providing. Choose the closest class code and include a note identifying your products or services which are not address by the existing codes. If needed, we will use your list to update our codes listing.

In order to keep your data current, it is imperative that you notify the purchasing department of any changes or additions to your company information, such as a change of address or product line change, additional products or name change.

Electronic Bid/Proposal Information

We encourage vendors to utilize BidSync to monitor district procurement needs. The site lists all of the purchasing department's current requests for bids and proposals. By utilizing this system, vendors may learn of bids and proposals they did not initially receive. Questions regarding access to this system can be directed to (801) 578-8264.

Solicitations are also posted on our district website at:

<http://www.slcschools.org/departments/purchasing/solicitations/#.VfMou6PnaUk>

HOW THE SLC SCHOOL DISTRICT PURCHASES GOOD & SERVICES

The SLCS D has specific procurement procedures based on the estimated value and type of commodity being sought by the using school or department. The primary means of making purchases is by a Purchase Order. If the vendor does not receive a purchase order, they should contact the purchasing department prior to proceeding with the request. The secondary means of purchasing goods is by use of the district purchasing card (VISA) for items under \$1,000.

HOW TO RESPOND TO BIDS AND PROPOSALS

Vendors are encouraged to submit bids/offers for each Request for Quotation (RFQ), Invitation for Bid (IFB), or Request for Proposal (RFP) that they can supply in accordance with the specifications, terms, and conditions stated in the RFQ/IFB/RFP. Responders should carefully read the entire solicitation. Questions should be addressed to only those individuals listed on the bid/proposal document, or via the BidSync system.

The bid or proposal must be signed by an authorized representative. IFBs and RFPs bids and offers must be submitted in a sealed envelope or box with the IFB or RFP number and closing date listed on the outside. RFQs may be faxed to the above number, but IFBs & RFPs must be mailed or delivered to the address noted on the bid/proposal.

It is the vendor's responsibility to ensure that a bid or proposal is received by the purchasing department prior to the time and date specified.

Bids and proposals may be withdrawn prior to the bid/proposal opening time and date. Unless withdrawn, all submitted bids and proposals become the property of the District. Bids and proposals must be firm for a minimum of 30 days, unless otherwise provided for in the IFB or RFP. Submitted samples will only be returned if requested and will be at the vendor's expense.

Bid/Proposal Submission Checklist

Below is a checklist to use when preparing a formal bid or proposal. The list includes common errors made by bidders and offers responding to RFQs, IFBs and RFPs. **Please note that these instructions do not contain all applicable requirements and a careful reading of the RFQ, IFB and RFP is critical.**

- Review all standard terms and conditions
- Properly identify mailing envelope or box
- Sign your bid or offer on the front page or elsewhere as indicated
- Initial any bid or offer changes you make
- Submit bid security (if requested)
- Include literature (if requested)
- Review and complete all listed requirements
- Cost of goods or service to include F.O.B. destination (Ship to: address) Freight prepaid
- Acknowledgment of Addendum(s) (if any)