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**Grossmont Union High School
District
Purchasing Department**

Grossmont Union High School District
1100 Murray Drive, El Cajon CA 92020
P.O. Box 1043, La Mesa CA 91944

MISSION STATEMENT

- Procure all equipment, supplies, and services, consistent with the quality, quantity, and delivery requirements of the requesting department/site.
- Endeavor to obtain the maximum value for each purchase by utilizing competitive processes and impartial evaluation of alternate products.
- Assist staff by providing product information, locating sources of supply, and explaining procurement options.
- Promote good working relationships with all staff and students seeking procurement assistance, through an understanding of their purpose and objectives.
- Cultivate fair, ethical, and legal trade practices, develop strong vendor relationships and promote public trust in Grossmont UHSD.
- Develop and implement operational procedures that provide the highest level of service, while adhering to state and federal regulations, laws, rules, policies, and procedures.
- Provide information and training on the procurement process and seek to improve communication with departments/sites at all times.

AUTHORITY TO PURCHASE

The power of contract invested in the Governing Board is delegated by the Board to the district Superintendent with the following limitations:

1. Such delegation of power shall be a blanket authorization in advance of its exercise and shall be limited to one fiscal year.
2. In purchasing procedures, legal requirements of bidding and the dictates of the best business practice shall be followed.

3. No contract made pursuant to such delegation and authorization shall be valid or constitute an enforceable obligation against the district unless and until the same shall have been approved or ratified by the Board; said approval or ratification to be evidenced by a motion of said Board, duly passed, and adopted.

4. All purchases shall be approved or ratified by the Board. Except as Board acceptance of bids is required, ratification of purchase orders shall be made in connection with approval or ratification of warrants.

PURCHASING POLICIES & PROCEDURES

The Purchasing Department is the only District agency authorized to negotiate a legal purchase. Items ordered in any manner other than that established by the department are not an obligation of the Grossmont Union High School District. A hard copy of a Purchase Order is required.

• **Authorized Signatories**

The Superintendent and Deputy Superintendent, Business Services are authorized to sign all manner of contracts. The Assistant Superintendent, Educational Services, Executive Director, School Facilities, and Executive Director, Information & Technology Services are authorized to sign contracts pertaining to their departments. The Purchasing Director is authorized to sign Purchase Orders.

• **Vendor Contact**

The District discourages the direct soliciting of schools or staff. Vendors are encouraged to contact the Purchasing Department at:

619-644-8052
7:30 a.m. to 4:30 p.m. Mon - Fri

• **Terms and Conditions**

Terms and Conditions for Purchase orders are available on line at the Purchasing Department website at www.guhsd.net

• **Bids & RFPs**

The District routinely solicits bids for public works projects. The GUHSD has opted in to the California Uniform Public Construction Cost Accounting Act allowing it to use the following bid limits:

\$0 - \$30,000 Informal Quotes
\$30,001 - \$175,000 Informal Bid
(registered contractors)
\$175,001 or greater Formal Bid Process

The District will utilize piggybackable bids, the North County Educational Purchasing Consortium, or GSA schedules for purchases in excess of \$78,900 (cumulative) or may solicit bids using the formal competitive process.

Some services are subject to the \$78,900 threshold.

Information related to Bids and Requests for Proposals is published on the Purchasing Department web page.

Please allow 24 hours following the bid opening for bid results and subcontractor listings to be posted.

• **Gifts**

Employees of GUHSD are prohibited from accepting items of monetary value. The employees of the Purchasing Department are subject to FPPC regulations. This policy does not apply to promotional products offered by vendors for the purposes of advertising as long as the products are offered free to all like organizations.