

### ***Welcome to Morgan Hill Unified School District***

The District encompasses 296 square miles and serves the population of Morgan Hill, San Martin, and a small portion of South San Jose. The Morgan Hill Unified School District serves approximately 8,700 students in grades K-12 in seven elementary schools, two middle schools, one K-8 school, two comprehensive high schools, and one continuation school. The District also operates several preschools and an adult education program. Morgan Hill Unified School District operates under a centralized purchasing system to obtain the most cost effective combination of product, quality, price, delivery and service.

### ***Budget Information***

The District's operating budget is \$65 Million of which over 80% is spent on personnel salaries and benefits. Currently the District employs approximately 1,000 employees, including substitutes.

### ***Purchasing Policy***

A Purchase Order (P.O.) properly numbered, signed and authorized by Business Services is the only document by which the District obligates itself to a vendor. Business Services is the only department authorized to sign and issue purchase orders.

**Vendors are strongly advised not to provide materials or services to the District without first obtaining an authorized purchase order from Business Services. Purchases made in the name of the District without a written authorized purchase order may be considered a personal obligation of the individual and not an obligation of the District.**

### ***What does Morgan Hill Unified School District Purchase?***

The needs of the Morgan Hill Unified School District are very diverse and include basic instructional materials, athletic supplies, furniture, audio/visual equipment, office supplies, computer hardware/software, maintenance supplies and equipment, custodial supplies, and transportation supplies and equipment. Child Nutrition Services purchases food, food supplies, and food service equipment. The Facilities Department seeks contractors for school repair, renovation, construction, and other site improvements.

The District maintains a small central warehouse which stocks frequently used items including custodial and paper supplies. Warehouse items are purchased in bulk to obtain discount pricing.

### ***Vendor Contacts***

The District urges vendors to deal directly with Business Services. Vendors are **discouraged** from making sales calls directly to school sites and with district personnel. The District maintains a competitive environment in its approach to purchasing and suggests that vendors first contact Business Services 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.

### ***New Vendors***

To be placed on the District's potential vendor list, a new vendor can register online at:  
<http://www.mhu.k12.ca.us/Business-Services/Purchasing/index.html>

Please note that registering as a potential vendor does not guarantee a vendor will be notified every time a quotation or bid for that particular commodity or service is requested.

### ***Bids - Formal and Informal***

Formal bidding procedures are required for the purchase of materials and/or services exceeding amounts specified by law which is currently \$81,000 or more for materials and supplies and \$15,000 for public works services. Formal bids are typically advertised in the legal section of the Morgan Hill Times, San Jose Post Record or reputable newspapers. 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 quotes apply to purchases below the formal bidding limits.

### ***Basis for Award***

It is the District's desire to develop maximum competition for all purchases. The District awards bids to the lowest, responsible bidder and reserves the right to waive any informalities and reject any and all bids offered. The evaluation of award may be based upon price, specifications, past performance of vendor, compatibility, quality and, where appropriate, delivery or completion time. In accordance with Board Policy 3321, if all factors in the evaluation are equal, first preference will be given to local vendors whose business location is within the District's boundaries.

### ***Additional Information***

Vendors may be asked to comply with fingerprint clearance requirements as mandated by the State of California.

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.

Contractors must maintain a valid construction license with the California Contractors State License Board (CSLB).

#### ***Insurance Requirements***

Vendors providing services to Morgan Hill Unified School District may be required to provide evidence of the following prior to commencement of services: General Liability Certificates including additional insured policy endorsement, Automobile Liability Insurance, and Workers Compensation Insurance. Depending on the project, the District may require additional coverage and/or may increase the minimum amount of coverage required.

#### ***Delivery***

Shipment in almost all cases is directly to a department or school site. Although the District has a central warehouse, it does not have central receiving. Requirements for delivery are specified on the purchase order.

#### ***Change Orders***

The purchase order is the District's contract with the vendor; therefore, any changes to the contract must be in writing and pre-authorized by the Business Services Department.

#### ***Billing, Invoicing, and Payments***

Invoices should be mailed promptly after delivery to Morgan Hill Unified School District, Attn: Accounts Payable, 15600 Concord Circle, Morgan Hill, CA 95037.

Invoices should reference the appropriate purchase order number, otherwise payment will be delayed. Vendors can normally expect payment within 30 days of billing provided that proper purchasing procedures have been followed.

All school purchases are subject to state sales tax.

#### ***District Contact Information***

We appreciate your interest in doing business with Morgan Hill Unified School District. We hope this guide has helped you to better understand our purchasing policies and procedures. Our aim is to promote a climate of good business relations and it is our desire to have you feel that each transaction has been satisfactorily concluded in a respectful, fair, and professional manner. If you need more information or have further questions, please contact us.

**Dianne Dalton, Buyer**

(408) 201-6056

E-mail: [dianne.dalton@mhu.k12.ca.us](mailto:dianne.dalton@mhu.k12.ca.us)

## ***Doing Business With Morgan Hill Unified School District***



### ***A Vendor's Guide To Purchasing Policies and Procedures***

**15600 Concord Circle  
Morgan Hill, CA 95037  
(408) 201-6000**

**[www.mhu.k12.ca.us](http://www.mhu.k12.ca.us)**