

# HOW TO DO BUSINESS WITH PEORIA UNIFIED SCHOOL DISTRICT

## VENDOR INFORMATION

Welcome to the growing team of vendors who serve the Peoria Unified School District. The purpose of this information is to acquaint those who wish to sell products or provide services to our District with the purchasing procedures utilized by the District. Familiarity with these procedures will aid in a smooth transaction and prompt payment. This information does not alter or supersede the Arizona Revised Statutes or the Arizona Administrative Code.

This information is intended as a general guide and may not answer all questions you may have. If you have additional questions, please feel free to contact us.

### **Conflicts of Interest**

Conflict of interest law prohibits PUSD employees from identifying the need for goods or services from a business for which a relative works. "Relative" is defined as spouse, child, grandchild, parent, grandparent, brother or sister – whole or half blood, and their spouses and parents, or a brother, sister or child of a spouse. Additionally, the PUSD employee is prohibited from selecting the business for goods or services, supervising the work of the business, voting on or approving the award of a contract to the business, and approving invoices for payment.

PUSD employees are required to disclose any potential conflicts of interest on an annual basis. We ask our vendors to disclose any potential conflicts of interest when they register with us.

To avoid any potential conflicts of interest, PUSD **does not** allow vendors to provide goods or services to campuses where their relative works.

Per State law, penalties for conflict of interest violations range from a class 1 misdemeanor to a class 6 felony.

### **Gifts vs. Donations**

PUSD gladly accepts donations that provide an overall benefit to PUSD. These donations are recognized at our public governing board meetings. However, Arizona State Law and PUSD Governing Board Policy prohibit PUSD employees from accepting personal gifts. Please refer to the statements below, and do not offer any item that would be construed as a personal gift to any PUSD employee. Also, do not offer PUSD Contract discounts to PUSD employees for personal purchases.

Arizona Revised Statute §38-504.C states: "A public officer or employee shall not use or attempt to use the officer's or employee's official position to secure any valuable thing or valuable benefit for the officer or employee that would not ordinarily accrue to the officer or employee in the performance of the officer's or employee's official duties if the thing or benefit is of such character as to manifest a substantial and improper influence on the officer or employee with respect to the officer's or employee's duties."

Peoria Unified Governing Board Policy GBEEA states: "No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District. The

acceptance of any business-related gratuity is specifically prohibited, except for widely distributed, advertising items of nominal value.”

Per State law, penalties for violations of these provisions range from a class 1 misdemeanor to a class 6 felony for both the district employee and the vendor.

### **Purchase Orders**

Purchases for PUSD are authorized only by a Purchase Order signed by an authorized representative of the District (Chief Financial Officer). Vendors should not accept or deliver orders for products or services without a Purchase Order (PO) number. PUSD will not be held responsible for products or services delivered without a PO in place.

Price increases or substitution of items without prior approval from the Purchasing Department is prohibited. PO's are only authorized for the total amount stated on the PO. Verbal changes are unauthorized.

All Purchase Orders are governed by Terms, Conditions and Instructions located at this website: <http://www.peoriaunified.org/Page/3956>

### **Deliveries**

All deliveries should be made to the PUSD Warehouse Distribution Center located at 10721 North 95<sup>th</sup> Avenue, Peoria, Arizona 85345. Deliveries should not be made directly to school locations, unless indicated on the Purchase Order. All shipments must reference the PO number on the outside of the box. Failure to list the PO number as required may cause refusal of packages. Reshipment shall be at the vendor's own expense. All deliveries should contain a packing slip stating the quantity and description of goods contained in the shipment.

### **Taxes**

Arizona vendors are responsible for collecting and remitting the privilege license tax (City sales tax) of their resident City and the Arizona transaction privilege tax (State sales tax). The District is only tax-exempt for items for resale and library books. The District is not tax-exempt for any other types of purchases. Sales tax added on to invoices from Arizona vendors are paid by the District. Use tax will be paid directly to the State of Arizona on invoices from out-of-state vendors.

### **Invoices**

In accordance with PUSD Policy, payment is made after goods are received or services are rendered. Prepayment is allowed only for specific reasons prescribed by Policy. Invoices should be mailed to the PUSD Accounts Payable Department, PO Box 39, Peoria, Arizona 85380 or they can be emailed to [payable@pusd11.net](mailto:payable@pusd11.net) Invoices should not be mailed to school locations. All invoices must reference the PO number, list the description of goods or services provided, quantity, unit price, and extended price. PUSD makes every effort to process payment for purchases within thirty (30) calendar days after receipt of an invoice, unless a good faith dispute exists regarding the receipt of goods or services.

### **Procurement Thresholds**

In an average year, PUSD issues approximately 16,000 Purchase Orders. All purchases involve public money and are therefore subject to Arizona School District Procurement Law. This law governs solicitation procedures based on certain dollar thresholds.

### **Written Quotations**

Once the District reaches \$10,000.00 in expenditures with any given vendor or in any given commodity during the fiscal year, each subsequent purchase must be covered by written price quotations until the District reaches the threshold for bids. Written price quotations must be obtained from at least three (3) vendors.

### **Formal Solicitations (Invitations for Bid / Requests for Proposal)**

The District conducts a formal competitive sealed solicitation for purchases of goods or services that are anticipated to exceed \$100,000.00 with any given vendor or in any given commodity during the fiscal year. PUSD utilizes an online service to maintain our Prospective Bidder's List and to issue formal solicitations. If you are interested in receiving notification of open solicitations, please visit [www.azpurchasing.org](http://www.azpurchasing.org) and follow the steps on the website to register.

Solicitation openings are conducted at the District Office and are open to the public. After opening, the submittals go through an evaluation process that may include interviews, reference checks, and best and final offers. Factors which may be considered when awarding a solicitation include, but are not limited to: related work experience, references, offered services, payment terms, quality, delivery time, and freight charges.

The bid/proposal process generally takes eight to twelve weeks from issuance of the solicitation to formal contract award. During the evaluation period, vendors should contact the Purchasing Department if there are questions regarding the solicitation. Contacting other District employees regarding the solicitation during the evaluation period may result in disqualification of the submittal.

### **Cooperative Purchasing**

Arizona School District Procurement Rules authorize and govern intergovernmental procurements. Cooperative Purchasing Agreements have been signed with several organizations to reduce administrative duplication to promote "best value" purchasing and to obtain economies of scale. PUSD is a member of and participates in the following purchasing consortiums:

- 1Government Procurement Alliance (1GPA)
- Arizona State Procurement Office (SPO)
- Greater Phoenix Purchasing Consortium of Schools (GPPCS)
- Mohave Educational Services Cooperative (MESC)
- Omni Partners (TCPN/US Communities)
- Set-Aside
- Strategic Alliance for Volume Expenditures (SAVE)
- U.S. Communities

**Conclusion**

Thank you for taking the time to review this information. Please contact us if you have any questions or concerns that we have not covered. We look forward to conducting business with your company.