

EL DORADO COUNTY OFFICE OF EDUCATION
Rules and Regulations for the Purchase of
Standard Supplies and Equipment

Pursuant to Education Code Section 38110, this memorandum sets rules, regulations, and procedures regarding school districts' use of a competitively bid Standard School Supply and Equipment List for El Dorado County. As of this date, all previous rules and regulations are hereby rescinded. The advice, rules, and regulations here will take precedence and shall meet state requirements for a policy to be published prior to February 1, 2009.

The El Dorado County Office of Education participates with other County Offices of Education in the joint compilation of a competitively bid Standard School Supplies and Equipment List and publishes those items through a cooperative effort called EdBuy, with the website www.EdBuy.org.

The Standard School Supply List for El Dorado County shall consist of all those items published on any given day on the website at www.EdBuy.org and any additional lists that we may create during the year and publish on our own website or the website at www.EdBuy.org.

The County Office of Education will honor all school district requests for warrants associated with purchase orders or contracts for items on the authorized Standard School Supplies and Equipment List, provided school districts follow these rules and regulations:

1. Use of the Standard School Supplies and Equipment List is voluntary. If not using the list, school districts must comply with Public Contract Code Section 20111 and bid themselves if necessary under State Law.
2. Districts using the Standard School Supply List must follow relevant ordering instructions listed on the website at www.EdBuy.org, including certain requirements that purchase orders be faxed toll-free to the EdBuy clearinghouse, so that purchase orders can be archived, pricing can be verified and data can be collected for the creation of future bids.
3. When buying any item on the list, the underlying Terms and Conditions of the associated purchasing contract apply to both school districts and the awarded vendor.

4. The issuance of a purchase order for any item on the list constitutes a contract between the ordering school district and the vendor, and not the County Office of Education.
5. Schools may deal directly with contracted vendors and sales representatives to obtain additional information, voluntary discounts, special configurations, etc.
6. Schools will be invoiced by vendors and will pay vendors directly in accordance with any lead agency's contractor's terms and conditions.