

BIDDERS' LISTS

The Sweetwater Union High School District conducts its bidding in accordance with Public Contract Code Section 20111. Requirements for supplies, equipment and services that exceed the limits contained within PCC 20111 must be formally, competitively bid.

The Purchasing Department maintains lists of vendors interested in submitting bids and proposals on various commodities, services and public works projects.

Instructions for being included on bidders' lists are outlined below.

Commodities and Services

- Mail or fax the request to the Purchasing Department on your company letterhead
- Specify the commodities or services on which you would like to bid
- Provide pertinent contact information, i.e., contact person, address, phone number, fax number, and e-mail address

Your company name will be added to our bidders' list and bids will be mailed to you as requirements arise. You may click on the "Buyer Commodities" link of this web page for the name of the buyer assigned to your area of interest.

Contractors

Follow the instructions noted above. Additionally, the following applies to contractors doing work for the district.

Contractors License – All businesses or individuals must be licensed by the California State Contractors License Board if the total cost (labor and materials) of one or more contracts on the project is \$500 or more [Business and Professions Code Section 7048].

Insurance – A certificate of insurance naming the Sweetwater Union High School District as an additional insured must be submitted covering workers compensation, liability and automobile. Said certificate must be on file in the Purchasing Department prior to a purchase order being issued to authorize the work, notwithstanding the value of the project.

Prevailing Wages – Any public works project with a value of \$1,000 or more requires that the general prevailing rate of per diem wages for work of a similar character in the locality in which the public work is performed shall be paid to all workers employed on public works [California Labor Code Section 1771].

North County Educational Purchasing Consortium

The Sweetwater Union High School District is an associate member of the North County Educational Purchasing Consortium (NCEPC). The NCEPC is comprised of 45 school districts in San Diego County. The Consortium was formed to allow eligible school districts within San Diego County to increase their purchasing power and to reduce the

costs associated with advertising for and awarding formal bids through a combined, cooperative bidding process.

The North County Educational Purchasing Consortium's web site maintains a listing of current contracts, a bid calendar, and the bid administrator for each of the commodities identified ("Contract Listing and Contacts"). Vendors are encouraged to visit the NCEPC web site at www.ncepc.org.