

**PASADENA UNIFIED SCHOOL DISTRICT
PROCUREMENT SERVICES**

PURCHASING – CONTRACTS - WAREHOUSE & MAIL SERVICES



PURCHASING

351 S. Hudson Ave., Room 102 Pasadena, CA 91109

(626) 396-3600 x88500 (Mainline)

Christine Ward, Administrator, Procurement & Contract @ x 88503

Kimberlie Nimori, Procurement & Facilities Contract Specialist @ x 88505

Verenice Ramirez, Buyer @ x 88504

What does the Purchasing Department do?

- Purchasing conducts all purchase transactions for the district as per BP3310.
- Maintains a library of current trade catalogs, which are available to all.
- Maintains warehouse inventory; forms, custodial supplies and limited office supplies.
- Handles the disposal of property declared surplus or obsolete by the Governing Board.
- Business and Facilities Contract Management.
- Long Term Property Leases (not Civic Center Permits).
- Formal Bid Process.
- Surplus Equipment/Furniture.

It is the responsibility of the user to determine the quality and kind of supplies, equipment and services required; however, the purchasing dept. may make recommendations or suggestions relative to quality, safety, health and economy.

Can I place my own orders with vendors?

No, never. The Purchasing Department is the only authorized department to legally bind the District using a purchase order for all goods, services and equipment. There are contracts that we utilize to buy supplies and equipment as well as those vendors that not only have competitive pricing but also provide a high level of customer service that fit the needs of the District. We are governed by many federal, state, local, educational, civil and other government codes as they relate to the acquisition of goods, services, and supplies. The Purchasing Department procures these goods, services, and supplies within these codes for the District while ensuring low prices, highest quality of service, and safety for our students.

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CONTRACT MANAGEMENT:

Business contracts are handled through the Purchasing Department (Business Contracts and Leases)

Who is authorized to sign contracts?

Per Board Policy BP3312, individuals authorized to sign contracts, lease agreements, memo of understanding, etc. are the following: Board Members, Superintendent and Chief Officers.

There are absolutely no exceptions. If an individual not specified above signs a contract, lease agreement, etc. the individual shall be personally liable.



WAREHOUSE

740 W. Woodbury Rd, Pasadena, CA 91103
(626) 396-5850 x89221

Jeff Albrizze, Lead Warehouse Worker

Al Lopez, Warehouse Delivery Driver II

Freddie Hughley, Warehouse Worker/Learning Materials

- Pulls warehouse requisition orders. Orders are delivered on a weekly basis.
- Receives deliveries from outside vendor orders purchased on a buy-out requisition. The delivery is made to the site/department on a weekly basis
- Deliveries are normally signed for by the site custodian and between the site custodian and the office manager/secretary are responsible to check orders in and distribute and/or secure appropriately. Receiving documents are to be immediately forwarded to Accounting or Purchasing for proper payment.



MAIL SERVICES

Ed Center Basement, Room 019
626-396-3600 x88322

Eric Bailey, Mail Courier/Driver (626) 712-4186 cellphone

Sal Avila, Driver 1 (626) 712-4194 cellphone

- Inter-district mail is collected and distributed on a daily basis.
- U.S. Mail is metered
- Bulk Mail is processed