

# Downey Unified School District

## BUSINESS SERVICES

### PURCHASING OF SUPPLIES - GENERAL POLICY

BP 6360

It shall be the policy of the Board of Education to adhere to the standards listed below to govern purchasing in the Downey Unified School District:

1. The best interests of the District shall be given first consideration in all transactions.
2. Purchases shall be made at the lowest possible cost to the District consistent with District specifications of quality and service.
3. Except as authorized by law, competitive bidding shall be used to encourage competition and ensure the best available price. Three types of bids which shall be used are the formal advertised (sealed written) bid, the informal (written or oral) bid, and the negotiated bid.

### Uniform Public Construction Cost Accounting Procedures

In awarding contracts for public works projects involving District facilities, the Governing Board desires to obtain the best value to the District and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.