

Guide For Vendors

Chesterfield County School District Procurement Department

PROCUREMENT DEPARTMENT

The Procurement Department has the responsibility for obtaining goods and services required by the Chesterfield County School District. The district is always interested in obtaining the best quality at the very best price considering such items as availability, service, and suitability of the product for its intended end use and vendor performance. We are constantly seeking new sources of supply and welcome your participation.

SALES CALL

We appreciate the sales call that you make to keep us informed of the newest developments in the many fields in which purchases are made. Prior appointment is desired.

LOCATION

The Procurement Department is located in the Chesterfield County School District Administrative Building.

DEMONSTRATIONS, TRIALS & SAMPLES

Vendors are encouraged to make demonstrations available to the district as often as possible. Equipment left at the district for demonstration for trial shall remain the responsibility and property of the vendor. Samples requested by

the procurement department to aid and assist in product evaluation, shall be supplied at no charge to the district, and if requested will be returned at the vendor's expense.

DELIVERIES

Vendors are cautioned against making a delivery or performing a service for the district without having an authorized purchase order. Unless a purchase order is issued, no contract exists between the vendor and the district. The vendor must assume the responsibility for payment of these goods or services by collection from the individual with whom he left the delivery. However, for authorized purchases, deliveries shall be made to the address indicated on the purchase order or to other locations as authorized by the Procurement Department.

INVOICING

After the material has been delivered or the service has been performed, invoices shall be sent to address indicated on purchase order. To ensure prompt payment, the purchase order number must appear on your invoice. Failure to indicate the district purchase order number on your invoice will result in a delay in the payment and the possible return of the invoice to you.

TERMS AND CONDITIONS

Vendors are requested and instructed to read all terms, conditions, and statements appearing on "Request for Quotations." "Bids" and "Purchase Orders."

PURCHASE ORDERS

All official purchase orders are signed by the procurement director.

PAYMENT

The procurement department is available to assist vendors in the payment process as follows:

- Provide general information on the payment process
- Expedite overdue invoices
- Resolve problems between the Chesterfield County School District and its vendors.