



Administrative Procedure HKO-P100 **HOUSEKEEPING – ANNEX SUPPLY PURCHASING**

Responsible: Office of CPM, Housekeeping Department

PURPOSE

This administrative procedure establishes the process used by the Housekeeping Department in which Annex Supply of the Housekeeping Department, within Capital Projects and Facilities Management, prepares the supply budget, bidding, specifications and quotes for processing of maintenance supplies in the Washoe County School District ("District" or "WCSD").

PROCEDURE

1. The Annex Supply Storekeeper along with Assistant Director of Housekeeping verifies the available budget amount.
2. The Annex Supply Storekeeper, in association with the Housekeeping and Maintenance departments, identifies the District's maintenance supply needs for quantity, quality, cost, and performance.
 - a. Prior data is reviewed for the previous school year.
 - b. Decisions on environmental, quality, grade of materials and performance are considered and made.
 - c. Analysis of Site Facility Coordinator and maintenance feedback is reviewed using the completed Product/Equipment (New and Used) Evaluation Form (HKO-F005) on critical products.
3. The Annex Supply Storekeeper prepares the product specifications of necessary materials, identifying product of choice and amounts needed.
 - a. The Storekeeper requests a quote and forwards to the appropriate bidders.
 - b. The Annex Supply Storekeeper reviews quotes meeting the specifications and costs.
 - c. The quote is awarded to the lowest bidder meeting or exceeding the specifications.
4. Utilizing the lowest acceptable quote, the Storekeeper prepares the requisition for submittal to Purchasing.
5. The Storekeeper forwards the requisition to the Purchasing Department for approval.
6. The Storekeeper receives products according to the WCSD Receiving Guidelines.

DEFINITIONS

1. Critical product – consists of but is not limited to disinfectants, floor finish, floor

stripper, degreaser, roll towels

2. SDS refers to Safety Data Sheets
3. Maintenance Supplies - All maintenance tools, equipment, etc. purchased through Annex Supply that are distributed through the Annex Supply Store.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 3320, Purchasing Procedures
 - b. Board Policy 3321, Bids/Quotations and Contracts, and the associated administrative regulation

REVIEW AND REPORTING

1. This procedure will be reviewed as part of the bi-annual audit of the District's governing documents in odd-numbered years.

REVISION HISTORY

Date	Revision	Modification
1/27/2006	A	Adopted
11/30/2006	B	Added definition 4.4; reworded sentence 5.3.1; changed name of form referenced in 6.6; updated record retention table.
7/25/2007	C	Added form number to 5.2.3; identified supervisor's title in 5.3 and 5.3.2.
2/17/2009	D	2.1 changed title, 3.1 changed title, 5.2 added apostrophe to district
4/23/2009	E	1.1 changed "Housekeeping/Maintenance Annex" to "Annex Supply of the Housekeeping Department, within Capital Projects and Facilities Management," and replaced "at" with "in"; 2.1 added "Planning and"; 3.1 replaced "Facilities Management Director" with "Housekeeping Operations Supervisor"; added Section 4.5; 5.2 deleted "custodial and" and added "supply" after "maintenance"; 5.2.3 changed "custodial" to "Site Facility Coordinator"; 5.3.3 changed "vendor" to "bidder."
3/12/2019	v1	Revised: updated job titles; reformatted