

## OPERATIONAL SERVICES

### PAYMENTS AND EXPENDITURES - VENDOR RELATIONS

All vendor's representatives shall be given consideration relative to their products the first time they call by appointment. Subsequent visits shall be promptly acknowledged and interviews granted or not, depending upon the circumstances.

Opportunities shall be provided to all responsible vendors to do business with the District. To this end the Business Manager shall develop and maintain lists of potential bidders for the various types of materials, equipment, supplies, and services. Such bidders' lists shall be used in the development of a mailing list for distribution of specifications and invitations to bid. Any vendor may be included in the list upon request. However, a vendor may be restricted from the final list for cause.

In all procurement activities, Board members and District employees shall:

1. Consider first the interests of the District and the betterment of the District's educational program.
2. Endeavor to obtain the greatest value for every tax dollar expended.
3. Give all responsible bidders equal consideration and unbiased judgment in determining whether their product meets specifications and the educational needs of the District. There shall be no discrimination toward vendors on account of color, race, nationality, religion or religious affiliation, age, disability or sex.
4. Discourage the offer of, and decline to accept gifts of gratuities from vendors who are supplying or who might seek to supply the District. Professional samples, advertising items of nominal value, and business luncheons are excluded from this policy. However, discretion should be used in accepting vendor hospitality.
5. Refrain from soliciting funds, materials, or favors from vendors however worthy the purpose.

Adopted: March 10, 1983  
Revised: June 10, 1999  
Reviewed: October 13, 2016  
Reviewed: October 24, 2019