

## Vendor Relations

In order to be considered as a source of supply, a vendor must meet the following criteria:

1. Be an established business with a permanent address and telephone number
2. Have regular representation by a knowledgeable person who will service the account as well as take orders
3. Have the ability to supply products of good quality that will perform adequately for the reasonable life of the product
4. Be able to deliver goods and services as required

Vendors will be disqualified if they fail to meet or maintain the above qualifications. Additionally, vendors who repeatedly fail to bid when invited or who have failed to perform in accordance with the terms and conditions of prior contracts will be dropped from the bid lists. Suppliers will be reinstated only when they can demonstrate an ability and a desire to function as outlined above.

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