

Vendor Relations

The purchasing office's primary goal is to obtain the best product for the District's needs at the best price and delivery. In its effort to reach this goal, the purchasing office shall request the cooperation of all vendors to ensure fairness to the District and to the vendors.

The purchasing office shall establish and maintain a list of vendors who can give and honor quotations on goods and services in specified areas which meet established specifications. This list of qualified vendors also shall be used by the purchasing agent as sources for supply or random purchases.

The selection of firms invited to bid or quote prices shall be determined exclusively by the purchasing office. All qualified firms shall be given consideration. No firm shall be excluded without just cause.

No favoritism shall be extended to any vendor. All employees of the District must exercise sound judgment in avoiding conflicts of interest or the appearance of impropriety in dealing with vendors. Gifts or gratuities of other than nominal value or which might obligate a District employee in any manner shall be politely and firmly refused.

Any vendor or bidder who offers items in excess or in violation of the spirit of this policy may be disqualified indefinitely.

No person officially connected with, or employed in, the school district shall be an agent or be in any way, financially or otherwise, beneficially interested in or receive any compensation or reward of any kind from any vendor for the sale of supplies, material, equipment or services to the District without the express prior written consent of the Board of Education.

Visiting vendors at their places of business may be a part of vendor selection.

Portions adopted February 28, 1968 and February 17, 1970

Revised October 19, 1977

Revised April 25, 1984

Revised to conform with practice June 8, 1994

Revised May 21, 2003

Revised January 11, 2012

LEGAL REF.: C.R.S. 24-18-104 (Rules of Conduct)

CROSS REFS.: BC, Board Member Conduct
GBEB, Staff Code of Conduct (And Responsibilities)
GBEBC, Gifts to and Solicitations by Staff

St. Vrain Valley School District RE-1J, Longmont, Colorado