

Timberlane Regional School District	Policy Code: DJG
Adopted: 05-08-14 Revised: 10-02-14	Page 1 of 1

VENDOR RELATIONS

In all purchasing activities, the Board shall:

1. Consider first the interests of the school system and the betterment of its educational program.
2. Endeavor to obtain the greatest value for every tax dollar expended.
3. Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their products meet specifications and the educational needs of the school system.
4. Discourage the offer of, and decline gifts which in any way might influence the purchase of school supplies and equipment.
5. Accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.

Vendors shall be selected on the basis of:

1. Quality of goods and services offered for sale.
2. Ability to meet delivery dates.
3. Pricing.
4. Payment terms and shipping terms (e.g. FOB destination vs. FOB origin).
5. Discounts.
6. Warranty and adjustment of unsatisfactory.
7. References.
8. Credit Rating.
9. Bondability (if appropriate)

Only vendors meeting all in the best combination of the above criteria, as determined by the Board, business administrator, or Superintendent(s) will be favored with the District's business.

Vendors with access to student information, employee information, or district financial information shall hold this information in confidence.