

<b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b>
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Section: FINANCES  
Title: VENDORS  
Date Adopted: August 17, 1981  
Date Last Revised: August 18, 2003

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**621. VENDORS**

- .1 Relations of Bloomsburg Area School District with companies and suppliers shall at all times promote the reputation of the district and develop good will between and among the district, its suppliers, and the public.
- .2 The Superintendent is authorized to develop and publish guidelines regarding fair practices to be followed by district staff in dealing with vendors of goods and services. Such guidelines should include:
  - .21 The district will maintain a list of all vendors with which the district is currently doing business, or recently has done business, and will routinely request quotes from, and send bid specifications for additional products or services to, appropriate vendors on the list (in addition to general newspaper advertising for bids). All responsible bidders will be given equal consideration and the assurance of unbiased judgement in determining whether their products or services meet specifications. School employees and board members vendor relationship shall be as prescribed by state law, and the State Ethics Commission.
  - .22 Integrity is demanded in all transactions and dealings with vendors' representatives. District employees will discourage the offer of, and decline gifts or special offers, which in any way might influence the purchase of goods and services.
  - .23 All bids and purchases will be awarded upon the ability of the vendor to guarantee prompt delivery of goods and services of the quantity and quality specified. The inability of a vendor, whose bid or purchase order agreement has been awarded to deliver goods as specified, may necessitate the revision of the contract or, in some cases, cancellation of the contract. Bid and contract revisions are subject to Board approval.

- .3 When information about equipment and supplies to be purchased by students is made available to local merchants, an effort shall be made to see that all merchants who sell such equipment and supplies are given the same information at the same time.
- .4 In no case shall the district be party to or liable for the transactions for voluntary purchases between students and vendors.