

## Vendor Relations

The district welcomes business and bids from all eligible vendors. Preferential treatment will not be extended to any vendor. Orders will be placed on the basis of quality, price and delivery, with past services being a factor if other considerations are equal.

Sales representatives or agents may not solicit staff members during hours when students are present.

Advertising is not allowed in the district unless it is approved by the [superintendent]. No district employee will receive compensation of any kind from any vendor for the sale of supplies or services.

In all procurement activities, agents of the Board shall:

1. Consider first the interests of the school system and the improvement 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 product meets specifications and the educational needs of the school system;
4. Discourage the offer of, and decline of, gifts which in any way might influence the purchase of school supplies and equipment. All gifts and premiums received with an order remain the property of the district;
5. Refrain from soliciting funds or materials from vendors, however worthy the purpose;
6. Accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions;
7. Salesmen are not permitted to call on staff members without authorization from the superintendent or designee.

END OF POLICY

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**Legal Reference(s):**

[ORS 244.040](#)  
[ORS Chapters 279A, 279B and 279C](#)  
[ORS 332.107](#)

**Cross Reference(s):**

DJ - District Purchasing  
DJA - District Procurement  
GBI - Solicitations  
KI - Promotion of Community Service Activities