

7.11 -- PURCHASE OF SERVICE CENTER SUPPLIES

All items customarily stocked in the Van Buren School District Service Center for resale to schools and all cleaning/custodial supplies customarily used will be purchased by competitive bid regardless of cost. Supervisors will maintain a list of vendors for these items and all vendors will be given the opportunity to submit bids.

Bids will be placed on these items at least once each year. Factors which will be considered in determining which bid is accepted include but are not limited to price, quality of product, quality of service, delivery time, and adherence to bid specifications. All bidders will be informed in writing of the bids submitted by each vendor and of the bid accepted on each product.

Should the Van Buren School District choose to participate in special sales on existing products which have been bid, those vendors who have formerly bid on these products will be notified.

The Van Buren School District may purchase a reasonable quantity of any item outside of the competitive bidding process if stock is depleted and the item is needed immediately or if the Van Buren School District wishes to test a new product.

