

## PURCHASING GUIDES AND VENDOR PRODUCT AND SERVICE LISTS

### Section I:

An equal opportunity shall be provided to all responsible vendors to transact business with the district. To this end, the purchasing agent shall develop and maintain a computerized list, containing the names and addresses, of all potential bidders, for the various types and categories of materials, equipment, supplies and services. Any vendor may be added to the list upon written request, and completion of the appropriate form. Small, minority owned and operated and women owned and operated businesses will be encouraged to develop a business relationship with the district and shall be afforded an equal opportunity to transact business with Jackson Public School District.

### Section II:

Once a vendor is added to the bid mailing list for a category, that vendor shall receive a bid each time items for that category are solicited, until such a time as the vendor does not return a bid quotation at all or returns a bid marked "no bid – remove name on active mailing list."

Tabulations sheets of all formal bids are available in the purchasing office for public view. Such tabulation sheets indicates what items were bid, the vendors responding, and all vendor pricing for each item on the bid. Likewise, the vendor price accepted is indicated on the tabulation sheet.

SOURCE: Jackson Public School District, Jackson, Mississippi

LEGAL REF: Section 31-7-1, 31-7-13; Mississippi Code of 1972

DATE: December 18, 1978

AMENDED: October 27, 1986

October 16, 1989

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