

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Director of Facilities  
Development

**Issue No:** 3

**Date:** 3/11/02

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**Reference:**

**ARTICLE: 6.0 BUSINESS SUPPORT SERVICES**

**6.40 PURCHASING DEPARTMENT**

**6.40 PURCHASING OF SUPPLIES,  
EQUIPMENT, AND SERVICES**

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**SECTION 6.40.10 Vendor Lists**

The Purchasing Department shall maintain a current list of vendors who request to be active on the bid and quote lists for their products.

An evaluation shall be made to determine:

1. The types of products/services offered.
2. Location of the firm and manufacturing facilities.
3. Service as provided in the past or recommendations from other customers.
4. Size of the company and number of years in the business.
5. If prices are reasonable for the products sold.

A vendor may be taken off the active list if:

1. There is continual non-response.
2. The price quotes are always very high and there are other vendors available to bid competitive prices.
3. If vendors request not to be on the list.
4. The company continually fails to provide adequate service.