

**Willamette Education
Service District**

Code: **DJG**
Adopted: 7/8/03
Readopted: 7/12/05; 4/06/10
Orig. Code(s): None

Vendor Relations

The ESD 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.

The Superintendent may allow sales representatives or agents of educational products to contact staff members at times that will not interfere with the business of the district. Prior Superintendent or designee approval is required for all such solicitation.

Advertising is not allowed without the Superintendent's approval. No employee will receive compensation of any kind from any vendor for the sale of supplies or services.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)
[ORS Chapters 279A, 279B and 279C](#)
[ORS 334.125\(7\)](#)

Cross Reference(s):

DJ - District Purchasing
DJC - Bidding Requirements
GBI - Gifts and Solicitations
KI - Public Solicitation in ESD Facilities