

### 6450 - Choice of Vendor

The Board of Education recognizes its position as a major purchaser of goods and services in the community served by the school district. It is the intention of the Board to purchase goods and services of the requisite quality at the lowest possible cost and to invite widespread competition in order to achieve this end. Where all other considerations are equal, however, the Board will exercise a preference for dealing with established local merchants and service providers from within the boundaries of the school district.

#### Selection of Sources of Supply

Opportunity shall be provided to all responsible suppliers conforming to specifications to do business with the Millburn Township Board of Education. Consistent with State statutes, when required, suppliers shall be prequalified with the State Department of Education and/or the State Department of the Treasury.

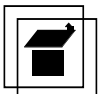
Upon request of a potential supplier, such supplier's name shall be added to a bidder's list by type of material or service. Copies of bid specifications will be sent annually to all bidders on the bidders' list.

A supplier's name may be removed from the bidders' list for any of the following reasons:

1. Fails to bid two consecutive years;
2. Fails to meet the requirements of a bid specification after being awarded a bid;
3. Requests his/her name be removed from the bid list; and/or
4. Fails to prequalify, if appropriate, with the State Department of Education or the Department of the Treasury.

#### Local Purchasing

The Board of Education views favorably the purchase of goods and services from firms and businesses located in Millburn Township provided the local supplier is competitive with non-local suppliers, in the judgment of the Business



Administrator. The following factors will be considered to determine competitiveness:

1. Price
2. Conformance to specifications
3. Quality of product
4. Suitability of product
5. Past experience and service
6. Delivery
7. Statutory requirements and Board of Education policies

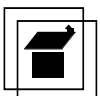
The Business Administrator shall not feel obliged to purchase any item or service locally which can be secured at a saving to the school district from a non-local supplier or which is otherwise not in the best interest of the Board of Education.

### School Photographs

Each School Principal is authorized to arrange for individual and class student photographs. Proposal(s) for furnishing photography services shall be reviewed and awarded by the Principal on the basis of workmanship and cost to the parents.

Commissions, if any, accruing to the school as a result of a photography service contract shall be deposited in the school's checking account. All expenditures from such commissions shall be limited to special programs and activities directly benefiting the student body, such as, but not limited to, special assembly programs, field trips, etc.

Such commissions shall not be expended for supplies, materials or equipment for the regular instructional program which is supported through the annual school budget, nor for non-instructional or non-student-related materials or services.



# POLICY

## MILLBURN TOWNSHIP BOARD OF EDUCATION

Section 6000 - Finance  
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N.J.S.A. 18A:6-8; 18A:12-2; 18A:18A-15(b)

Adopted: 9 November 1998

