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## **AP 6380 VENDORS**

### **References:**

No specific references

Permitting a vendor to operate on District property entails the following policies and procedures.

- BP/AP 3600 titled Auxiliary Organizations
- BP/AP 3900 titled Speech: Time, Place, and Manner
- BP/AP 6300 titled Fiscal Management
- BP 6340 titled Contracts
- AP 6340 titled Bids and Contracts
- BP/AP 6500 titled Property Management
- BP/AP 6540 titled Insurance

The District's goal is to remove any and all barriers to a full and equal opportunity for minority-owned, woman-owned, and small businesses to provide products and services to the District. The Chief Business Officer shall collect information and annually report to the Board of Trustees on the proportion of minority-owned, woman-owned, and small businesses providing goods and services to the District.

No vendor shall be excluded from consideration for, or award of, District purchases on the basis of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, gender, religion, sexual orientation, transgender, marital status, veteran status, physical or mental disability, or on the basis of these perceived characteristics or association with a person or group with one or more of these characteristics.

All vendors shall provide an IRS Form W-9 to the District prior to transacting any business with the District.

Sales representatives are not permitted on District Property for the purpose of making unsolicited sales.

No employee or office shall solicit funds or materials from vendors.

### **Vendor Outreach**

The Board recognizes the importance of vendor diversity and of creating sound business relationships. Through outreach activities, the District increases the opportunities for, and participation of, small and/or disadvantaged businesses in its procurement of goods and services.

This procedure establishes a protocol for the dissemination of business opportunities and encourages early and frequent communication between District staff and small and disadvantaged businesses.

The District shall actively collaborate with general contractors and construction managers to assure that subcontract and procurement opportunities are broadly advertised and that small and/or disadvantaged businesses are given due consideration.

Also see BP/AP 6600 titled Capital Construction.