

Business/Non-Instructional Operations

Quantity Purchasing: Standardization of Supplies and Equipment

To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to:

1. Set specifications for goods and services as needed;
2. Cite several existing commercially available “standard brand” that meet these qualifications acceptable as examples; and
3. Invite and/or advertise for vendors to bid on those examples or comparable ones which the vendors believe to be acceptable according to the specifications.

Nothing in this policy will prevent the administration from deviating from it when, in its judgment, circumstances warrant.

(cf. 3323 – Soliciting Prices re Bids and Quotations)