

Book	Policy Manual
Section	6000 Finances
Title	PURCHASING
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6320 - **PURCHASING**

Each year the State of Michigan informs the District of the legal amount for purchases which require competitive bids.

It is the policy of the Board that the Superintendent adhere to the following:

- A. For purchases of supplies, materials, or equipment in a single transaction that are more than \$5,000, but less than the amount allowed by State statute, the Superintendent shall whenever possible, require three (3) informal price quotations. There is no obligation to obtain comparative pricing for purchases up to \$5,000.
- B. Subject to the exceptions below, purchases in a single transaction that meet or exceed the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

Cooperative Bulk Purchasing Program. Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L.A. 18.1263. Bids are also not required for items purchased through other National, State, regional, and Association Cooperative Purchasing agreements.

Cooperative Purchasing Agreements. Competitive bids are not required for items purchased through other National, State, regional, and Association Cooperative Purchasing agreements.

If pricing is available through a cooperative bulk purchasing program or cooperative purchasing agreement, informal price quotations are permissible. The District should seek at least two additional informal price quotations in addition to the cooperative purchasing price. The District may award to the lowest responsible vendor proposing pricing below the cooperative purchasing price.

Food Purchases. Competitive bids are not required for food purchases, unless food purchased in a single transaction costs \$100,000 or more.

Bids shall be sealed and shall be opened by the Superintendent/designee in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder, however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the District;
- D. delivery terms;
- E. past performance of the vendor;
- F. ability of the vendor to deliver the item within the timeframe;

- G. the financial stability of the vendor;
- H. the technical capability of the vendor;
- I. the service plan and/or service record of the vendor.

The Board reserves the right to reject any and all bids.

Contracts can be awarded by the Superintendent without Board approval for any single item or group of identical items costing less than the State bid amount. All other contracts require Board approval prior to purchase.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

The Superintendent is authorized to purchase all items within budget allocations.

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

The Board may acquire equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

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