

Section 3000 – Fiscal Management

3610 Purchasing Goods and Services

3610

The Board, in recognizing its responsibility to the taxpayers of the District, pledges itself and its employees to the following purchasing procedures:

- Quality: Purchase orders and contracts for supplies, equipment, and contractual obligations shall be awarded only to responsible vendors and contractors.
- Economy: Competitive prices shall be solicited at the time of purchasing or awarding contracts (where practical) for all materials, supplies and contractual agreements.
- Availability: Adequate warehouse facilities and delivery schedules shall be maintained to avoid needless delay in supplying and delivering materials and equipment.
- Cooperative Purchasing and Warehousing: Whenever practical, efforts will be made to increase efficiency and cost savings by working with other school Districts and agencies to provide cooperative purchasing and warehousing.
- No Favoritism: The District purchasing personnel shall not extend favoritism to any vendors. Each order shall be placed based on quality, price, and delivery, with past service being a factor if all other considerations are equal. All salespeople, regardless of product, shall first receive permission from the central office purchasing agent to contact any student, teacher, or other personnel.
- No Personal Purchases: The purchasing department and other school employees purchasing materials and supplies on behalf of the District are prohibited from making any personal purchases through the District.

Emergency Purchases

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare or safety of the District's students or employees.

Approved: December 13, 2006

3620 Administrative Leeway (Cf. 2750, 3660)

3620

In the event of an emergency such as a power failure, severe cold weather or other such natural disasters, the Superintendent shall have the authority to purchase capital equipment needed to keep the schools of the District open or to reopen the schools. The Board, at a special or regular meeting as soon as possible after the purchase is made, shall approve any such purchases.

Such purchases shall not be made so as to circumvent the purposes of the competitive bid law.

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Section 3000 – Fiscal Management

3630 Quantity Purchasing

3630

The administration shall be authorized to establish procedures to be followed in the requisitioning, purchasing, receiving and paying or all materials, supplies and equipment, and for maintenance and repairs of all school property. The administration shall periodically estimate requirements of standard items or classes of items and make quantity purchases on a bid basis when practical to procure items at the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive all of any item at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications.

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3650 Cooperative Purchasing (Cf. 3660)

3650

The Superintendent is authorized to consider, and recommend for Board approval, membership in cooperative purchasing organizations that would be of benefit to the District.

Cooperative purchasing also pertains to what is commonly referred to as “third party bids.” Third party bidding shall constitute a competitive bid for purposes of policy 3660 - Competitive Bids.

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3660 Bids and Quotation Requirements

3660

All purchases requiring competitive bids shall be made in accordance with current statutes, the creation of bid specifications, and adherence to the District's bidding procedure.

All bids and supporting documentation shall be retained by the administrator in charge of business and finance for a period of one year after bids have been opened.

Competitive Bids

No purchases shall be made of supplies, materials or equipment in a single transaction costing more than allowed under current law unless competitive bids for those goods and services are obtained and the purchase is approved by the Board.

Bid Specifications

All bid specifications shall be written in a clear and concise manner. Such specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial statements; the Board's right to reject any or all bids; compliance with all federal, state and local laws, ordinances and regulations; the date, time and place for the opening of bids; and other items as the Board directs.

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Revised: December 13, 2006

LEGAL REF: MCL 380.1267; 380.1274

3680 Prevailing Wage

3680

All contracts of construction projects entered into as a result of competitive bidding shall contain terms that expressly provide that all construction mechanics who are to be engaged in performance of service or work for the District shall receive not less than the wage and fringe benefit rates prevailing in the locality in which the work is to be performed. Upon request, all contracts issued under this policy shall provide that all contractors involved in the project shall furnish proof, satisfactory to the Board, that the prevailing wages and fringe benefits are being paid. Any contractor refusing to comply with this policy shall have its bid removed from the bidding process. All contractors shall be responsible for the compliance of their sub-contractors.

Exemptions

Projects financed through federal funds are exempt from this policy and will comply with the federal Davis-Bacon Act.

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