

## PURCHASING

The purchasing objective of the Board shall be to provide services, materials, and supplies that offer Will Carleton Academy personnel the most effective and efficient means to perform their tasks.

The policy of the Board will be to acquire these at a minimum possible cost, but taking into consideration the best interests of Will Carleton Academy. The Director or his/her designee shall serve as the purchasing agents for Will Carleton Academy.

It is recognized that the Board does not rely upon the Director and his/her staff to administer the business operations of the school. Because the Board cannot relinquish its responsibility and accountability as an agent of the state, the following guidelines are established with regard to purchasing procedures:

### General Guidelines

1. In awarding purchases or contracts for services, the Director or his/her designees shall consider the following: a) price; b) quality of product; c) service, delivery, and maintenance of product; d) suitability of product; e) conformance to specifications; f) past service to Will Carleton Academy and g) vendor reliability.
2. The Board will have a fully operative purchase order system as a means of budgetary control.
3. Vendor competition in purchasing shall be practiced whenever possible.
4. The selection of textbooks will not be contingent upon competitive bidding, however, comparative pricing will be considered.
5. Sufficient amounts will be budgeted in appropriate accounts and sufficient funds available in said accounts, or line item transfer and approval given by the Board.
6. The Director has the discretion to purchase supplies and construction to operate the school up to \$2000 without Board approval; expenses over \$2000 require Board approval.

### Competitive Bids

1. The Director shall make available to the Board, upon request, the price quotations or competitive bids obtained from vendors for goods and services. These copies are to be retained by the Director until the audit for a fiscal year has been formally accepted by the Board.
2. The lowest responsible bidder submitting a competitive price quotation or bid shall be awarded the contract. However, the Board reserves the right to accept or reject any bid which it feels is in the best interest of the school, and delegates this authority to those responsible for purchases not coming before the Board.

### Informal Quotations

Informal quotations (verbal information of price on equal products or services), secured in person or by telephone, may be used in obtaining the many small purchases for routine supplies used by the school.

### Competitive Quotations

1. No purchase shall be made for goods or construction costing more than \$5000 per item, or group of related items, without written quotations or bids.
2. The Director or his/her designee may authorize such purchases and shall use discretion in deciding whether such purchases are made on the basis of requested quotation or advertising for bids.

### Formal Quotations

1. No purchases shall be made for goods or construction in a single transaction costing \$20,959 or more unless competitive bids for those goods and/or services are obtained and the purchase is approved by the Board.
2. Competitive bids shall be opened at a specific time and place, as stated in the bid advertisement or in the invitation to bid. Bids may be opened by the Director and/or his/her designee at the time and place stated, and analyzed and brought to the Board at a regular or special meeting with recommendations as to which bid should be accepted.
3. The Board shall have discretion in determining the responsibility of the bidders and generally shall award the contract to the lowest responsible bidder, provided specifications are fully met. The Board may also consider available services and delivery in determining the successful bidder. The Board may reject any or all bids. And in the case of construction, shall re-advertise in the event all bids are rejected, in the manner provided by law and this policy.
4. All bids received after the date and time specified shall be returned to the bidder unopened. Changes in the amount or condition of the bid will not be allowed once the bid has been received.
5. Voluntary alternates submitted by bidders shall not be considered in determining low bids. However, such alternates may be negotiated after the successful bidder has been determined.
6. Construction bidders shall be required to file security with the Board, in the amount of 5% of the amount of the bid, conditioned to secure the school from loss or damage by reason of the withdrawal of the bid, or by failure of the bidder to enter a contract for performance if the bid is accepted by the Board.

### 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 school's children, employee's, or properties.

### Purchasing Rules and Regulations

The Director shall develop the necessary rules and regulations to implement this policy, including requisition and approval procedures, verification of purchases, and verification that goods have been received in an acceptable condition and services performed in an acceptable manner.

*LEGAL REF: MCL 380.623a, 380.1274 and 380.1267*

*APPROVED: 12 January 1999*

*REVISED: August 2012*