



Book	Policy Manual
Section	6000 Finances
Title	PROCUREMENT OF SUPPLIES, MATERIALS AND EQUIPMENT
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## 6320 - PROCUREMENT OF SUPPLIES, MATERIALS AND EQUIPMENT

### General Guidelines

- A. It is the policy of the Board of Education that the procurement of all supplies, materials and equipment for the School District be done in an efficient and cost effective manner in compliance with all applicable laws and Board of Education policies.
- B. The Superintendent, or his/her designee, shall develop and oversee an efficient system for the procurement of supplies, materials and equipment, and shall develop and implement Administrative Guidelines for School District personnel regarding the procurement of supplies, materials and equipment, which are in compliance with all applicable laws and applicable Board of Education policies.

### Procurement Thresholds

- A. Procurement of Supplies, Materials or Equipment costing an amount **less** than the State of Michigan Competitive Bidding Threshold
  1. The procurement of any item or group of items in a single transaction costing less than the State of Michigan Competitive Bidding Threshold may be made without obtaining competitive bids, provided that such procurement shall be made in accordance with School District Administrative Guidelines and applicable law. Purchases may not be divided into subunits or separate contracts for the sole purpose of avoiding the State of Michigan Competitive Bidding Threshold or the bidding requirements of this Paragraph.
  2. Notwithstanding Section II(A)(1) of this Policy, for purchases in excess of fifty (50%) percent, but less than the State of Michigan competitive Bidding Threshold, the School District shall obtain informal quotations, secured in person or by telephone or by means of other electronic communications to purchase supplies, materials or equipment required by the School District.
- B. Procurement of Supplies, Materials or Equipment costing an amount **equal to or greater** than the State of Michigan Competitive Bidding Threshold
  1. Prior to the procurement of any item or group of items in a single transaction costing an amount equal to or greater than the State of Michigan Competitive Bidding Threshold, the School District shall obtain competitive bids for those items in accordance with School District administrative guidelines, applicable Board of Education policies and applicable law. Purchases may not be divided into subunits or separate contracts for the sole purpose of avoiding the State of Michigan Competitive Bidding Threshold or bidding requirements of this paragraph.
  2. Any procurement which ensues from a competitive bid solicitation shall be awarded to the lowest responsible bidder, and the purchase shall be approved by the Board of Education.

3. All solicitation documents issued by the School District shall reserve in favor of the School District:

- a. The right to accept or reject any or all bids, in whole or in part;
- b. The right to waive any irregularities or informalities contained in any response/proposal to a bid solicitation to the extent not prohibited by law; and
- c. The right to accept a bid other than the lowest bid.

C. Section II(B) of this Policy does not apply to the following:

1. Items purchased through the cooperative bulk purchasing program operated by the department of management and budget under section 263(3) of the management and budget act, 1984 PA 431, MCL 18.1263.
2. Purchasing food unless the food is purchased in a single transaction costing \$1,000,000.00 or more.

#### Cooperative Purchasing/Bidding

Participation in purchasing cooperatives, with other schools, groups or governmental units, shall be permitted provided that the cooperative purchasing arrangement has met the School District's administrative guidelines, applicable Board of Education policies and applicable law.

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