

PURCHASING/CONSTRUCTION, ADDITIONS, REPAIRS OR RENOVATIONS - COMPETITIVE BIDS

The Board's objective is to provide district personnel appropriate services, equipment, materials and supplies to permit them to perform their assigned tasks. The Board intends to acquire these items at the least possible cost, while, at the same time, taking into consideration the best interests of the district. The Superintendent or his/her designee shall serve as the purchasing agent for the district.

The Board accepts its responsibility and accountability as an agent of the State and citizens of the district and, therefore, establishes the following guidelines with regard to purchases:

GENERAL GUIDELINES

- I. In awarding contracts for the purchase of supplies, materials and equipment, the Superintendent or his/her designee 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 vendor performance to the school district
 - G. Vendor reliability

Contracts for services shall be awarded with due consideration given to items A, F, and G.

- II. The Board directs that all purchases from all funds under its control and responsibility be made only after proper written documentation is secured, with the exception of purchases of a minor or emergency nature.
- III. The Board will utilize a formal purchase order system as a means of ensuring budgetary control.
- IV. Vendor competition in purchasing shall be practiced whenever possible.
- V. All expenditures from the building and site fund shall be presented to the Board for approval before a commitment is made, except for emergency situations.
- VI. The Superintendent or his/her designee shall make available to the Board, upon request, the price quotations or competitive bids obtained from vendors for goods or services. This information shall be retained by the Superintendent or his/her designee until the audit for a fiscal year has been formally accepted by the Board.

- VII. Ordinarily, the lowest responsible bidder shall be awarded the contract. However, the Board reserves the right to accept or reject any bid in accordance with what it feels is in the best interest of the district and delegates this authority to the Superintendent or his/her designee for purchases not coming before the Board.

- VIII. The Board agrees that the district may participate in the cooperative competitive bid process conducted by the Macomb Intermediate School District and the Macomb-St. Clair School Business Officials and other established cooperative competitive bid processes such as MiDEAL, State of Michigan Vehicle Bids, etc. whenever it is in the best interest of the district to do so. Such bids shall be made available to the Board on request.