

Bendle Public Schools Board Policies

RE: Procurement of Supplies, Materials and Equipment

3610 Purchasing Goods and Services

The Superintendent shall be the sole purchasing agent for the District.

Purchasing from District Employees

The purchase of equipment, supplies, and/or services from District employees or the immediate families of District employees shall be restricted as follows:

1. The employee is not a District administrator;
2. The costs are competitive and quality is at least comparable to those of other potential suppliers.

Purchases through the District

Board members and employees shall not make any purchase through the District for personal use. The name of the District or school, or an employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the district for resale to employees is prohibited.

Emergency Purchases

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

Approved: April 27, 2009

LEGAL REF: MCL 15,321-330; 380.1216; 380.1274

3610-R Purchasing Goods and Services

Purchasing Goods and Services

The Superintendent, or a person designated specifically by the Superintendent, shall be empowered to sign lease agreements on behalf of the District regardless of duration of the lease or the amount of the expenditure. It shall be the general practice of the District that, with the exception of technology equipment, such as computers, printers, scanners, copying machines, and the like, and certain transportation equipment, no lease shall be entered into that encumbers the District and the Board for more than a two-year period.

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3620 Purchasing Rules and Regulations

The Superintendent shall develop the necessary administrative guidelines to implement this policy, including requisition and approval procedures, verification that goods have been received in an acceptable condition, and services performed in an acceptable manner.

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M.C.L.A 380.1267, 380.1274 et seq.

3625 Administrative Leeway

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 to circumvent the purposes of the competitive bid law.

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3630 Purchases Subject To Bid

The purchasing objective of the Board of Education shall be to provide services, materials and supplies which offer District 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 the School District. The Superintendent shall serve as the purchasing agent for the School District

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

General Guidelines

In awarding purchases or contract for services, the Superintendent shall consider the following: price, quality of product, service, delivery, and maintenance of product, suitability of product, conformance to specifications, past performance to the School District, and vendor reliability.

The Board reserves the right to accept or reject any bid.

The Board will have a fully operative purchase order system as a means of budgetary control.

Vendor competition in purchasing shall be practiced whenever possible.

All expenditures from a building and site fund shall be presented to the Board for approval before a commitment is made, except for emergency situations.

Before funds are expended, there must be sufficient funds in the appropriate account, or amounts transferred into the appropriate account, by the Superintendent or Board according to the transfer authority provided in the General Appropriations Act.

The Superintendent shall make available to the Board, upon request, the price quotations or competitive bids obtained from vendors for goods or services. These copies are to be retained by the Superintendent until the audit for a fiscal year has been formally accepted by the Board.

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3640 Competitive Bids

No purchase shall be made for goods or non-teaching services performed by other than the District's employees in a single transaction costing more than required for competitive bidding by the Michigan Department of Education. Bids for those goods and services are obtained and the purchase is approved by the Board.

Such 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 Superintendent and/or his/her designee at the time and place as stated, and analyzed and brought to the Board at a regular or special meeting with recommendations as to which bids should be accepted.

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.

Items purchased through the Genesee Area School Business Officials Cooperative Purchasing program, Regional Educational Media Center, #14, County, or State bids are considered to have complied with this policy.

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3650 Competitive Bids on Building Construction, Renovation and Repairs

Prior to commencing construction of a new building, or additions to or repair or renovation of a existing building costing \$10,000 or more, the Board shall obtain competitive bids on all material and labor to be required to complete the proposed construction, addition, repair or renovation. Repair work done by School District employees is exempted from the bidding requirement.

The Board shall advertise for bids once each week for two (2) successive weeks in a newspaper of general circulation in the area where the building or addition is to be constructed, or where the repair or renovation of the building is to take place.

Bids shall be opened and examined by the Board at a public meeting. The Board may reject any or all bids, and shall re-advertise in the event all bids are rejected, in the manner provided by law and this policy.

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.

Each bidder may be required to file security with the Board, in the amount of five (5) percent of the amount of the bid, conditioned to secure the School District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract of performance if the bid is accepted by the Board.

3550-R Bids and Quotation Requirements

Non-Competitive Bid Purchases

Non-competitive bid purchases may be made when there is only one supply source provided the amount

does not exceed bidding requirement limitation.

Informal Quotations

Verbal quotations of price on equal products or services secured in person or by telephone may be used in purchases for routine supplies used by the District.

The Superintendent shall make available to the Board, upon request, the price quotations, or competitive bids obtained from vendors for goods or services.

Formal Bid Quotations

The Superintendent is authorized to purchase any item, or group of items in a single transaction, costing no more than allowed under current law. The Superintendent shall use discretion in deciding whether such purchases are made based on requested quotations or through advertising for bids.