

## Zeeland Public Schools

### Bylaws & Policies

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#### **6320 - PURCHASES SUBJECT TO BID**

It is the policy of the Board of Education that the Superintendent or designee obtains at least three (3) price quotations on purchases of more than \$500.00, but less than the amount as determined annually by the Department of Education in Section 1267 and 1274 of the school code, for a single item. The exceptions are in cases of an emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District. When the purchase of an contract for single items for supplies, materials, or equipment reaches or is more than the Department of Education designated amount, the Board will obtain competitive bids.

Bids shall be sealed and shall be opened by the Superintendent or designee in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest qualified bidder, however, consideration can be given to:

- A. quality of the item(s) to be supplied;
- B. conformity with specifications;
- C. suitability to the requirements of the District;
- D. delivery terms;
- E. past performance of the vendor;
- F. conformity within the District budget.

The Superintendent or designee can award contracts to the lowest bidder without Board approval for any single item or group of identical items costing less than the Department of Education designated amount. All other contracts require Board approval before purchase. The Board will be informed of the terms and conditions of all competitive bids and of the contracts awarded because of such bids.

Exceptions to these requirements may be permitted to standardize items that will result in a lower long term cost to the District, or if there is only one (1) supplier of a particular item. Such exceptions may be presented to the Board for approval.

#### **Procurement – Federal Grants**

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and federally-funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320).

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

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#### 6421 - PURCHASES

It is the policy of the Board of Education that when funds are available, all purchases contemplated within the current budget and not subject to bid be made in a manner that ensures maximum value for the District.

All purchases that are within the amount contained in the function, program account, and line item and were originally contemplated in the budgeting process may be made upon authorization of the Superintendent.

The Board should be advised of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process. The Superintendent shall inform the Board President and/or Treasurer of such purchase on a timely basis and promptly.

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation.

Such purchases shall be brought to the Board's attention at the next regular meeting.

Before the Assistant Superintendent for Operations and Finance places a purchase order, s/he shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District. To this end, the Assistant Superintendent for Operation and Finance shall develop and maintain lists of potential suppliers for various types of supplies, equipment, and services;
- C. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- D. where the requisitioner has recommended a supplier, the Assistant Superintendent for Operations and Finance may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- E. no purchase of supplies shall be allowed without a properly signed purchase order. Employees shall be held personally responsible for anything purchased without a properly signed purchase order.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract setting forth the terms of such a purchase shall not extend for a period of more than five (5) years.