

Section 3000 – Fiscal Management

3610 Purchasing Goods and Services

3610

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

Purchasing from District Employees

The Board shall not purchase equipment, supplies, or services from any employee who is employed by the District unless as permitted by law.⁷

Purchases through the District

Board members and employees shall not make any purchase through the District for personal use. Purchasing equipment and supplies by the District for resale to employees is prohibited.

Emergency Purchases

Emergency purchases may be made without using the quotation 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.

The Superintendent shall establish administrative rules to accompany this policy.

Approved: December 17, 2012

LEGAL REF: MCL 15.321-330; 380.1216; 380.1274

⁷ MCL 15.322 Sec.2 (1) Except as provided in sections 3 and 3a, a public servant shall not be a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer or employee. MCL 15.323 Sec. 3 (1) Section 2 does not apply to either of the following: (a) A public servant who is paid for working an average of 25 hours per week or less for a public entity (b) A public servant who is an employee of a public community college, junior college or state college or university.

Section 3000 – Fiscal Management

3650 Cooperative Purchasing

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The Superintendent is authorized to consider, and recommend for Board approval, membership in cooperative purchasing organizations that would be of benefit to the District.

The Superintendent shall establish administrative rules to accompany this policy.

Approved: December 17, 2012

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3660 Bids and Quotation Requirements

3660

All purchases requiring competitive bids shall be made in accordance with current laws, bid specifications, and adherence to the District's bidding procedure by the District's purchasing agent.

The Business and Operations Department shall develop and maintain lists of potential bidders for various types of materials, equipment, and supplies. Such bid lists shall be used in the development of mailing lists for distribution of specification and invitations to bid.

Any supplier may be included in the list upon request. The purchasing agent shall review all bid lists annually.

A copy of this policy shall be given to all bidders upon creation of bid lists and upon request.

All bids and supporting documentation shall be retained in the District office with the Superintendent for a period of one year after bids have been opened.

Competitive Bids

No purchases shall be made of supplies, materials or equipment in a single transaction costing more than allowed under current law unless competitive bids for those goods and services are obtained and the Board approves the purchase.

Bid Specifications

The District's Business and Operations Department shall write all bid specifications in a clear and concise manner. Such specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial statements; the Board's right to reject any or all bids; compliance with all federal, state and local laws, ordinances and regulations; the date, time and place for the opening of bids; and other items as the Board directs.

The Superintendent shall establish administrative rules to accompany this policy.

Approved: December 17, 2012
LEGAL REF: MCL 380.1267; 380.1274