

POLICY

Rochester Community Schools
Rochester, Michigan 48307

POLICY

FINANCES
6320/Page 1 of 2

SOLICITING PRICES/BIDDING

It is the policy of the Board that the Superintendent/designee procures supplies, materials, equipment, and services which serve the best interests of the students, employees and taxpayers of the Rochester Community School District, in accordance with Section 1274 of the Revised School Code ([link](#)) and OMB Uniform Guidelines Section 200.318-200.322 et. seq. ([link](#))

Procurement by micro-purchases: For materials, equipment, goods and supplies to be obtained which do not exceed \$3,000.00 in cost, (or 2,000 in the case of acquisitions for construction subject to Davis-Bacon Act), the Purchasing Department may make the acquisition without soliciting competitive quotations if the Purchasing Department considers the price to be reasonable.

Procurement by small purchase procedures: For remodeling and the procurement of supplies, materials, goods and equipment to be obtained which are likely to cost more than three thousand (\$3000.00) but less than the mandated bidding requirement of Section 1274 of the Revised School Code on file in the Purchasing Office, the Purchasing Department shall require at least two (2) written quotations if possible or feasible. Sole source or unique program purchases as mandated by law are not exempt from the quote and/or public bid process. Every effort shall be made to seek competitive quotes or solicit bids for like or approved equivalents for pricing comparisons and must be pre-approved in writing by the Assistant Superintendent for Business Affairs. Procurement will be based on quality, service, delivery and price. Pricing other than “low bid” must be approved by the Superintendent/designee.

Procurement by sealed bids: For the procurement of supplies, materials, goods and equipment which are likely to exceed the mandated bidding requirement of Section 1274 of the Revised School Code, the Purchasing Department shall prepare bid specifications and conduct the public purchasing bid process, which includes publicly advertising all bids. The contract shall be awarded by formal action of the Board.

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Procurement by competitive proposals: For the procurement of materials, equipment, goods and supplies which are likely to exceed the mandated bidding requirement of Section 1274 of the Revised School Code, but for which conditions are not appropriate for the use of sealed bids, the Purchasing Department shall publicize and identify all evaluation factors and their relative importance, solicit proposals from at least two qualified sources, and use a written method for conducting technical evaluations of the proposals received and for selecting recipients. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program with price and other factors considered.

Procurement by noncompetitive proposals: For the procurement of materials, equipment, goods and supplies which are likely to exceed the mandated bidding requirement of Section 1274 of the Revised School Code, solicitation of a proposal from only one source may be used only when one or more of the following circumstances apply:

1. The item is available from only a single source;
2. An emergency will not permit a delay resulting from competitive solicitation;
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District;
4. After solicitation of a number of sources, competition is determined to be inadequate.

The District may acquire 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 sets forth the terms of such a purchase.

The School District may procure professional assistance and services of persons not regularly employed by the School District when the Superintendent, Designee, and/or Board determine such assistance and services are required. The selection of appropriate professionals and consultants and the extent of their services shall be determined by the Superintendent or Designee considering such factors as District needs, staff time constraints and the efficiency and effectiveness of using such services.

Insurance, legal, audit, construction, renovation, or repair consultants, architectural services, and other consulting services may be selected through a bid, request for proposal, written quote, and/or interview process. These unique services will be reviewed on a periodic basis to assure that the School District is obtaining the best quality service at an acceptable cost.

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Revised School Code of 1995 PA 289 Sections 1267 & 1274

**Adopted: March 6, 1972 Revised: 6/4/84, 5/19/86 12/21/92, 8/4/97
12/17/12**

REVISED: March 13, 2017