

## **Series 6000: Finances**

### **6320 *Purchasing***

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 2301, Policy 4201, and Policy 4230 – Conflict of Interest.

A system of purchase orders and purchasing cards shall be used to ensure purchasing accountability within the school district. All purchase of supplies, equipment, and services, except in cases of emergency, shall be purchased only on the basis of a purchase order approved by the program/building administrator and Chief Financial Officer, in advance of the order being placed; or purchasing cards in compliance with Board Policy 6424. Purchases for public utilities or contracts and agreements that have been authorized by the Board or authorized designee shall be considered adequate authorization of expenditures.

Incidental purchases may be reimbursed as an employee expense provided all other purchasing policies are met and the purchase was preapproved by the responsible administrator.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

It is the policy of the Board that the Superintendent adhere to the following:

#### **Quotations**

Seek price quotations from an adequate number of qualified sources on purchases of supplies, materials, and equipment in excess of \$3,500, except in cases of emergency, or for technical or professional services, or when the materials purchased are of such a nature that price negotiations would not result in a savings to the School.

#### **Competitive Bids**

Purchases of supplies, materials, and equipment in a single transaction that are in excess of the dollar amount permitted by State statute section 1274 of the revised school code shall require competitive bids. Whenever possible, purchases shall have at least three bids for substantiation of purchase and shall require approval of the Superintendent or designee prior to purchase.

Purchases for new school construction, renovation, or repairs shall obtain competitive bids in compliance with Board Policy 3310.

Competitive bids are not required for items purchased through cooperative bulk purchasing programs.

Competitive bids are not required for food purchases, unless food purchased in a single transaction costs \$100,000 or more.

### **Awarding Contracts**

All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

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

In addition to the factors above, the Board may consider and provide a preference to qualified local businesses whose principal place of business is located within the geographical boundaries of the school district.

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

The following bid items shall be brought before the Board of Education in accordance with state law:

- A. Competitive bids for remodeling to present buildings or new building construction;
- B. Bids on school buses;
- C. Bids on state aid or other short-term loans;
- D. Bids on long term bond issue loans.

The Board reserves the right to reject any and all bids.

### **Bid Protest**

A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by the Request for Proposals (RFP) or the individual bid specifications package, for resolution. Bid protests must be filed in writing with the Office of the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

### **General Provisions**

The Superintendent is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process.

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

District administrators, supervisors, building secretaries, and other professional and non-professional personnel are authorized to sign receipts for incoming goods. Purchasing originators are responsible for ensuring that all goods are received in proper condition and are responsible for forwarding the receipted acknowledgement to the Business Office for payment.

The Board authorizes payment for goods or services which have been appropriately ordered, received, and receipted by authorized employees of the District.

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