

Bay-Arenac Community High School
Board of Directors Policy

OPERATIONS

PROCUREMENT & PURCHASING

A. Competitive Bidding

1. It is the policy of the Board of Directors that the Superintendent seek at least three (3) price quotations for the purchase of a single item or group of items in a single transaction — equipment, materials, supplies or services or when price only is the determining factor exceeds the applicable dollar value (\$20,959) stated in Section 1274 of the 2014-15 Revised School Code except in case of an emergency as described in this policy. The statutory amount referenced herein may be adjusted annually.

2. This policy and procedures implemented hereunder shall ensure that there shall be no purchases of unnecessary or duplicative items.

3. Prior to any purchase, where applicable, the school shall conduct an analysis of lease versus purchase alternatives, and such other analysis as may be appropriate to determine the most economical approach to acquisition of such goods or services.

4. When the purchase of a single item, or group of items in a single transaction, as that described above exceeds the statutory amounts, the Superintendent or his/her designee shall obtain competitive bids, as required by law.

5. All bid and purchase procurement documents shall include a clear and accurate description of the proposed purchase items, including an accurate description of the technical requirements for the material, product or service to be procured, which will include a range of acceptable characteristics or minimum acceptable standards, when practicable.

6. All bid documents shall clearly disclose to prospective bidders any and all requirements that bidders must fulfill, and describe all relevant factors to be utilized in evaluating bids or proposals.

7. In the event the proposed bid description includes brand name or equal descriptions, such shall include the specific features of such brand name or equal descriptions that bidders are required to meet when such items are included in bid solicitations.

8. Bids shall be sealed and shall be opened by the Superintendent and/or Business Manager in the presence of at least one (1) witness. The Board reserves the right to reject any and/or all bids.

9. No contract shall be awarded through the competitive bidding process unless first approved by the Board of Directors. The Superintendent or Business Manager shall inform the Board of the terms and conditions of all competitive bids and ensure compliance with this policy. The Board shall award contracts as a consequence of such bids for the purpose of acquiring such goods, product material or services in the most economical fashion.

10. All bids and supporting documentation shall be retained in the BACHS Office.

B. Emergency Purchases

The Superintendent is authorized to make an emergency purchase of equipment, materials, supplies or services necessary to keep a school of the District in operation without using the competitive bidding procedures outlined herein and without prior Board approval. The Superintendent shall inform the Board at the next regular or special meeting of the emergency purchase and the circumstances necessitating such purchase.

C. Purchase Orders

Before the Superintendent places a purchase order, the Business Manager shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, whether the items are necessary and not duplicate, and whether the material might be available elsewhere in the school, or be obtained by a less expensive lease arrangement rather than by purchase. All purchase orders shall be numbered.

D. Purchases of Necessary Equipment

To the extent permissible by law, the Board may acquire equipment necessary for the operation of the school program by lease, installment payments, lease purchase agreement, or lease agreement with option to purchase. The contract for such an acquisition must clearly set forth the terms of the acquisition and shall be maintained in compliance with bid requirements of Section A of this Policy.

E. Bid Lists

The District shall create and use bid lists to develop a mailing list for distributing specifications and invitations to bid. Any supplier or contractor may have its name included in the list upon written request to the District.

A copy of this policy shall be given to each supplier or contractor whose name

appears on the bid list or by written request.

F. Bid Specifications

All bid specifications shall be written in a clear and concise manner. 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 the bids; and other items as the Board directs, including capable compliance with Section A

G. Parties Unable to Submit Bids

Any person or entity that develops a specification, requirement, statement of work, invitation for bid, request for proposal, contract terms and conditions, or other documents on behalf of the District are excluded from competing for contract awards resulting from the development of such document.

H. Contractors' and Suppliers' Fair Employment Clause

Contractors and suppliers, including subcontractors, are required not to discriminate against any employees or applicant for employment, to be employed in the performance of this contract, with respect to hiring, tenure, terms, conditions, or privileges of employment because of race, color, disability, sex (gender), marital or familiar status, sexual orientation, religion, national origin, ancestry or age. Breach of this covenant may be regarded as a material breach of the contract or purchasing agreement, as provided in the Michigan Fair Employment Practices Act, and may be processed thereunder.

Procurement Policy Addendum

7/1/2017

Procurement Guidelines:

- For micro purchases < \$3500 -no quotations are needed. BACHS will utilize equitable distribution between qualified vendors
- For small purchases < \$150,000 –simple and informal procurement methods will be utilized, using price and rate quotes as needed
- Sealed bids >\$150,000 must be publicly advertised
- State or District thresholds will be applicable if lower than the thresholds above
- Competitive Proposals > \$150,000 will be awarded to the most advantageous proposal
- Sole Source- when one of the following criteria is necessary
 - Single source only available
 - Public emergency exists
 - Written request by federal government
 - Competition is inadequate