

## 6320 - Purchasing

### A. General Purchasing Procedures

The purchasing objective of the Board of Education shall be to provide services, materials and supplies which offer District personnel the most effective and efficient means to perform their tasks. The policy of the Board will be to acquire these at a minimum possible cost, but taking into consideration the best interests of the School District. The Superintendent or his/her designee shall serve as the purchasing agent for the school system.

The Board establishes the following guidelines with regard to purchasing procedure:

1. Purchase within approved budget allocations not exceeding fifty percent (50%) of the State of Michigan competitive bid dollar requirement shall be made on the open market consistent with sound purchasing procedures.

When authorizing purchases, the Superintendent or his/her designee shall consider the following:

- a. price
  - b. quality of product
  - c. service, delivery and maintenance of product
  - d. suitability of product
  - e. conformance to specifications
  - f. past performance to the School District
  - g. vendor reliability
2. Expenditures for goods and/or non-teaching services performed by other than District employees exceeding fifty percent (50%) of the State of Michigan competitive bid dollar requirement in a single transaction shall have prior Board approval except:
    - a. expenditures required by law or employee contracts
    - b. utility bills
    - c. gasoline purchases (current bidding procedure to be followed)
    - d. supplies purchased from Genesee County Cooperative bids
    - e. replacement textbooks and workbooks for current instructional program
    - f. continuance of manufacturer's maintenance agreements on existing equipment
    - g. food purchases for lunch program (current bidding procedure to be followed)
    - h. services provided by the Genesee Intermediate School District
    - i. Legal Services
  3. Except as listed in (a) through (i) of 2 above, it shall be the policy of the District to seek competitive bids for goods and/or non-teaching services performed by other than District employees exceeding fifty percent (50%) of the State of Michigan bid dollar requirement in a single transaction. However, it is recognized that the Board may waive the bidding requirement when sole source items are to be purchased.

Bids shall be opened at a specific time and place as stated in the bid advertisement or in the invitation to bid. Bids may be opened by the Superintendent and/or his/her designee at the time and place as stated, and analyzed and brought to the Board at a regular or special meeting with recommendations as to which bids should be accepted.

The Board shall have discretion in determining the responsibility of the bidders and generally shall award the contract to the lowest responsible bidder, provided specifications are fully met. The Board may also

consider available services and delivery in determining the successful bidder. The Board may reject any or all bids.

4. Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare or safety of the School District's children or employees.
5. Construction of new buildings and additions shall be bid and purchased in accordance with provisions of the Michigan School Code of 1976 as revised for a General Powers District.
6. The Superintendent shall develop the necessary rules and regulations to implement this policy.

#### B. Quantity Purchasing

The administration shall periodically estimate requirements of standard items or classes of items and make quantity purchases of a bid basis as often as possible to procure items at the lowest possible cost, consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive all of any item at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications.

The Board authorizes the Superintendent of Schools or his/her designated agent to investigate multi-district or intermediate district purchasing advantages on a periodic basis.

#### C. Vendor Relations

All bidder representatives submitting bids on materials shall be allowed a hearing regarding their product or products by appropriate purchasing personnel. Said personnel shall be responsible for final selection.

Purchasing personnel shall not extend favoritism to any vendor or group of vendors. Each vendor bid shall be accepted on the basis of quality, price and delivery, with past service being a factor if all other considerations are equal.

All sales representatives servicing the Flushing Community Schools area shall register with the Superintendent of Schools Office and thereafter with each school building office before contacting individual administrators, teachers and/or students.

The presentation of gratuities by vendors shall be prohibited.

### **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).

In compliance with Act 489, Public Acts of 1982, State of Michigan

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

## **6423 - USE OF CREDIT/DEBIT CARDS**

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards/debit cards. The authorization, handling and use of credit/debit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit/Debit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit/debit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit/debit card. However, under no circumstances shall credit/debit cards be used for personal purchases, tobacco products, or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

The Superintendent shall develop administrative guidelines that specify those authorized to use credit/debit cards, the types of expenses which can be paid by credit/debit card, and their proper supervision and use. Inappropriate or illegal use of the credit/debit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit/debit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Superintendent shall annually submit for Board approval the position titles authorized to use District credit card(s) in conducting of District business.

The Superintendent shall be responsible for giving direction to and supervising such employees' use of District credit/debit card(s).

## **6440 - COOPERATIVE PURCHASING**

The Board of Education recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.

The Board authorizes the Finance Officer and Superintendent to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

Cooperative or joint purchases require an agreement approved by the Board and the participating contracting body(ies) which shall specify the categories of equipment and supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party and such other matters as may be deemed necessary to carry out the purposes of the agreement. Such agreements are subject to all legal bidding requirements.

M.C.L. 124.1 et seq.

## **6450 - LOCAL PURCHASING**

The Board of Education recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the District from established local merchants.

The Board authorizes the Superintendent or designee to award purchases placed in accordance with law, this policy, and all policies of the Board otherwise applicable to local merchants when their quotation is competitive, freight charges are a factor, maintenance service may be required, and/or promptness of delivery is a consideration, provided that all statutes pertaining to public purchasing are duly observed.