



# **Anchor Bay School District**

## **ADMINISTRATIVE REGULATIONS**



### **Miller Johnson School Policy Services**

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As reflected in the Board of Education Policies, the School District will construct new building and add to or renovate existing buildings through competitive bidding as required by law. The School District will also purchase materials, equipment, and supplies for School District operations on a competitive basis as required by law. Professional services are not covered by this Regulation.<sup>3</sup>

Procedures:

- Any construction of new buildings or additions or renovations of existing buildings will, to the extent required by law, be based on competitive bidding, typically through an RFP approved by the School District's Director of Business Services and the School District's Superintendent.
- All purchases of materials, equipment and supplies will be made through the issuance of a purchase order utilizing the District's Purchasing System.
- Prior to issuing a purchase order, competitive pricing is to be pursued, as follows:
  1. Competitive bids. The competitive bidding process will be followed, where required by law.
  2. Purchases not subject to competitive bidding. In all other instances, the School District shall use measures, considered reasonable under the particular circumstances, intended to secure the highest quality product at the lowest possible price.
- Generally, orders or contracts will be awarded to the lowest, responsible, qualified vendor, considering the following factors: price, quality, conformance to specifications and identified needs, service and maintenance and vendor reliability. The Board of Education reserves the right to reject or accept bids or portions of bids.

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<sup>3</sup>The criteria for awarding contracts for professional services will be determined by the Board of Education, following recommendations from the Superintendent, on an ad hoc basis.