

PURCHASES SUBJECT TO BID

It is the policy of the Board of Education that the Superintendent or Director of Business Services shall obtain at least three (3) bids on purchases of more than the School Code Bid limit for a fiscal year for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District. When the purchase of, and contract for, single items of supplies, materials, or equipment amounts to \$10,000.00 the Business Office shall obtain three (3) price quotes.

Bids shall be sealed and shall be opened at a public meeting. All orders or contracts should be awarded to the best-qualified bidder in which 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 District;
- D. delivery terms;
- E. past performance of the vendor.

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

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

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

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

policy

**BOARD OF EDUCATION
ANCHOR BAY SCHOOL DISTRICT**

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In order to promote efficiency and economy in the operation of the District, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before the Business Office places a purchase order, it checks as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- B. upon the placement of a purchase order, the Business Office shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Board may acquire office 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.

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