

policy

**BOARD OF EDUCATION
DICKINSON-IRON INTERMEDIATE
SCHOOL DISTRICT**

FINANCES
6320/page 1 of 5

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 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

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 of Education that the Superintendent/Director seek at least two (2) price quotations on purchases over \$1,000 but under the competitive bid threshold 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 the competitive bid threshold or more the Superintendent shall obtain competitive bids.

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 District;
- D. delivery terms;
- E. past performance of the vendor.

policy

**BOARD OF EDUCATION
DICKINSON-IRON INTERMEDIATE
SCHOOL DISTRICT**

FINANCES
6320/page 2 of 5

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.

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.

The Superintendent/Director is authorized to purchase all items within budget allocations under ~~\$5,000~~10,000.

The Superintendent/Director 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.

"It is a Federal policy to award a fair share of contracts to small and minority owned business firms. The Head Start Program of the District shall take similar appropriate affirmative action in support of women's enterprises and will encourage procurement of goods and services from labor surplus area firms."

policy

**BOARD OF EDUCATION
DICKINSON-IRON INTERMEDIATE
SCHOOL DISTRICT**

FINANCES
6320/page 3 of 5

Standard Bidding Procedure

- A. Bids may be called for by department heads upon designation by the Board for a specific call.
- B. All sealed bids are to be identified as such on the mailing envelope, addressed to the Secretary of the Intermediate Board, mailed to the business office, Dickinson-Iron Intermediate School District, 1074 Pyle Dr., Kingsford, MI 49802.
- C. All sealed bids are to be opened at a regular or special meeting of the Board, except when the Board has previously designated a bid screening committee which would analyze all bids and present all bids, analysis data and recommendations to the Board for action. If the Board has by a majority vote of the members lawfully serving, delegated to a bid screening committee all authority to analyze, accept, reject or rebid the purchase of supplies, materials or equipment, then the Board shall have no further responsibility to act regarding such bids. Any bid screening committee delegated such authority shall conduct its meetings in accordance with the Open Meetings Act and shall notify the Board at its next regular meeting of any decisions made pursuant to the delegation of authority.
- D. All posting of bids and news articles are to be posted by the Superintendent's secretarial staff and/or the business office.

In order to promote efficiency and economy in the operation of the District, the Board requires that the Business Office 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.

policy

**BOARD OF EDUCATION
DICKINSON-IRON INTERMEDIATE
SCHOOL DISTRICT**

FINANCES
6320/page 4 of 5

Before the Superintendent/Director places a purchase order, s/he shall check 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 the economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- D. where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- E. 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.

Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire 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.

policy

**BOARD OF EDUCATION
DICKINSON-IRON INTERMEDIATE
SCHOOL DISTRICT**

FINANCES
6320/page 5 of 5

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).

M.C.L. 380.623a, 380.1267, 380.1274 et seq.

Revised 6/11/97
Revised 6/13/01
Revised 12/12/07
Revised 12/10/08
Revised 1/9/13
Revised 11/11/15

© **NEOLA 2015**