



The following Purchasing Policies and Procedures have been adopted by the Charter Township of Vienna Board. It is the Board's determination that all Township purchases shall follow the procedures set forth in these regulations. Any prior actions or regulations related to purchasing are hereby rescinded and replaced.

The Purchasing Policies and Procedures were approved at a regular meeting of the Board of Trustees held on ~~August 9, 2021~~ July 14, 2025.

Joseph A. Rizk, Supervisor

Cynthia J. Bryan, Clerk

~~Pam Faris~~ Cathrine Thompson, Treasurer

~~Sheryllynn Russo~~ Richard Johnson, Trustee

~~Laura Patterson~~ Karin Muron, Trustee

Jeff Thomas, Trustee

~~Nancy Belill~~ Sue Thomas, Trustee

Charter Township of Vienna

Procurement Policy

Purpose

The Charter Township of Vienna Board of Trustees has adopted this administrative policy to standardize and control purchasing, bid and proposal procedures. It is also to establish conflict of interest guidelines that meet or exceed the requirements under state law when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects.

Standardization of these processes and cooperation by all employees, Departments, Committees and the Township Board ensures that the Township is receiving the best value for the money being expended. It is the policy of Vienna Township to competitively price goods and services prior to purchase.

It is every Vienna Township Elected Official's and Employees' fiduciary responsibility to follow this policy and associated procedures in servicing our residents.

Award of any bid, proposal or contract other than as authorized by these purchasing policies and procedures is prohibited unless approved by the Township Board of Trustees.

General Guidelines

Materials, services & supplies shall be purchased only when the funds for their cost have been appropriated and included in the annual budget of Vienna Township.

All contracts should contain a hold harmless clause for the benefit of the community with the exception of a building contract.

Budgeted and Unbudgeted Items

~~All purchases of goods or services and all contracts for recurring services must be competitively~~

The Township Supervisor will solicit the Board of Trustees' approval for any unbudgeted purchase and amendment to the department's budget.

Bid Policy

All purchases of goods or services and all contracts for recurring services must be competitively priced unless the purchase falls under the EMERGENCY PURCHASE GUIDELINES. All services, including professional services and contracted labor requiring a contract must go before the Board of Trustees for approval.

Budgeted Purchases between ~~\$250.00 and \$3,000.00~~ **\$1,000.00 and \$5,000.00** – Informal quotes (minimum of three (3) quotes) are required for all purchases of goods or services (single or collectively purchased items). These purchases must be approved by two (2) elected officials such as the Supervisor, Clerk or Treasurer and brought to the Board of Trustees for informational purposes at the next regularly scheduled meeting.

Budgeted Purchases between ~~\$3,001.00 and \$5,000.00~~ \$5,000.00 and \$10,000.00 – Informal written quotes (minimum of three (3) written quotes) are required for all purchases of goods (single or collectively purchased items). These purchases must be presented and approved by the Board of Trustees. If, at the time of presentation, the Township Board deems it necessary, bids for comparative pricing may be requested.

Purchases over ~~\$5,000.00~~ \$10,000.00 – Competitive sealed bids or proposals are required for purchase of goods or services over ~~\$5,000.00~~ \$10,000.00 and must be presented and approved by the Board of Trustees.

- A. A brief notice soliciting bids shall be published on our social media, a notice shall be emailed to local potential businesses, and the complete bid shall be posted on our website. ~~in a newspaper of general circulation directing potential bidders to the Township on our website where the complete invitation shall be posted.~~
- B. If, in the Board's opinion, publication of an invitation for bid in a general circulation newspaper would not be beneficial and would ~~not~~ in fact add unnecessary cost to the process, invitation for bids may be emailed, faxed or mailed to appropriate persons or businesses in lieu of such publication.
- C. At the Township Board's discretion, certain professional services such as, but not limited to, Engineer, Computer Consultant, Planner, Attorney and Auditor may be exempt from the bidding process.

All purchases for services or contracted labor, including professional services ~~up to~~ in excess of \$2,500.00 ~~\$5,000.00~~ requiring a signed contract must have at a minimum three (3) written quotes and be presented to the Board of Trustees for approval.

Single Source/Sole Source Purchases

Purchases which are necessary that fall under the Single Source or Sole Source category, are allowed only with Board approval. Single Source and Sole Source purchases are those purchases either directed to one source due to standardization, warranty, or other factors, even though other competitive sources may be available (single source) or due to lack of competition, proprietary technology, copyright or a supplier's unique capability (sole source). Documentation must be provided to the Board including a written quote from the supplier along with a detailed written explanation as to why competitive bidding of the product or service is impracticable and that the cost charged by the supplier is reasonable and customary.

Emergency Purchases

Emergency purchases can be authorized **only** when a situation exists which represents a threat to the health and/or safety of the public or property or equipment are endangered through unexpected circumstances, or when normal operation of a department would be severely hampered by a long delay. The normal purchasing procedures need not be followed in these emergency situations. The department head, if applicable, and the Supervisor shall determine **if** an emergency situation exists and is declared.

In the case of an emergency, the Township Supervisor or in the Supervisor's absence, the Clerk or Treasurer, with concurrence of the department head of the emergency, can authorize the immediate purchase of any materials, supplies or services necessary to end the emergency situation.

A written report will be presented by the Supervisor (Clerk or Treasurer – whoever declared the emergency) and the coordinating department head of the emergency, explaining all the purchases/services to the Board of Trustees at the next Board of Trustees meeting subsequent to the emergency. All affected departmental budgets will be amended.

Sale of Township Property/Goods

If it is determined that Vienna Township property or goods have become obsolete or damaged beyond reasonable repair, the Supervisor will determine the sale of these item(s). If the collective or individual value does not exceed \$1,000.00 they may be sold for cash by the Supervisor to the general public. If the value is greater than \$1,000.00, Board approval and authorization is required.

Sale items can be advertised on the Vienna Township website. If the Supervisor determines that the property/goods have no real value, it may be disposed of at a public refuse facility or donated to a non-profit agency or organization.

Use of Petty Cash

Petty cash may be utilized to facilitate minor purchases of goods and services. In determining whether to use petty cash, purchase/payment methods should be considered in the following order, for amounts up to \$99.00 including taxes (if unavoidable):

- A. Where use of a credit card is not possible.
- B. For reimbursement of funds already expended on behalf of Vienna Township.

Petty cash funds may only be issued on receipt of a petty cash voucher which has been signed by the claimant, approved by an appropriate official with the documentation attached. The total of the petty cash voucher must match the total of the receipts.

As with all expenditures, petty cash may only be used to obtain goods and services required for official Township purposes. Employee use of petty cash funds for any personal use is not permitted.

Conflict of Interest

- A. It shall be unethical for any Township Elected Official or Employee to participate directly or indirectly in a contract or in a procurement in relation to a contemplated contract. A real or apparent conflict exists when any of the following parties has a financial or other

interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. The employee, officer, or agent involved in the selection, award, or administration of a contract;
 2. Any member of his or her immediate family;
 3. His or her partner; or
 4. An organization which employs or is about to employ any of these parties.
- B. When procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed) the following applies to the recipient or any sub recipient of the funds.
1. The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including sub recipients, of the requirements of this policy and any additional prohibitions or requirements.
 2. In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of the Charter Township of Vienna may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:
 - i. The employee, officer, or agent involved in the selection, award, or administration of a contract;
 - ii. Any member of his or her immediate family;
 - iii. His or her partner; or
 - iv. An organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. If the conflict is in relation to a federal award, any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable federal awarding agency policy.

~~**Gifts.** In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of the Charter Township of Vienna are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$50.00, which fall into one of the following categories may be accepted:~~

- ~~1. Promotional items;~~
- ~~2. Honorariums for participation in meetings; or~~
- ~~3. Meals furnished at banquets~~

~~Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.~~

GIFTS AND GRATUITIES

No employee may directly or indirectly accept for himself or herself, or for another, a gift from a person or firm that does business or seeks to do business with the Township.

This policy does not refer to occasional food or flowers for the office, which are presented to all Township employees.

Violation

Employees violating this policy will be subject to discipline up to and including termination.

Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

Dated: _____

Joseph A. Rizk

Cynthia J. Bryan