Imlay City Community School District
Bylaws & Policies

6320 - PURCHASES SUBJECT TO BID

It is the policy of the Board of Education that the Superintendent obtain at least two (2) price quotations on purchases more than $3,000 but less than the base amount above which competitive bids must be obtained for remodeling, procurement of supplies, materials, and equipment 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 is more than the established base amount, the Director of Business shall obtain competitive bids.

Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

Bids shall be sealed and shall be opened by the Director of Business or designee in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest qualified 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;

   F.   local vendor.

In addition to the factors above, the Board may consider and provide a preference to bidders which use a Michigan-based business as the primary contractor and/or which use one (1) or more Michigan-based business as subcontractors.

For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

   A.   have filed a Michigan business tax return showing an allocation of income tax base to Michigan

   B.   have filed a Michigan tax return showing income generated in or attributed to Michigan

   C.   withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

Contracts can be awarded to the lowest bidder by the Director of Business without Board approval for any single item or group of identical items costing less than the established base amount. All other contracts require Board approval prior to purchase. The Board shall be informed of the terms and conditions of all competitive bids and of the contracts awarded as a consequence of such bids.

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

Exceptions to the foregoing requirements may be permitted in order to standardize items which will result in a lower long term cost to the District, or if there is only one (1) supplier of a particular item. Such exceptions shall be presented to the Board for approval.

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. 380.1267, 380.1274 et seq.

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