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| Wells Township School District |
| Bylaws & Policies |
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**6320 - PURCHASING**

It is the policy of the Board of Education that the Administrator seek price quotations on purchases of more than $500.00 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 exceeds the amount designated by statute, the Administrator shall obtain competitive bids.

Bids shall be sealed and shall be opened by the Administrator in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder, however, consideration can be given to:

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|  | 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.

Contracts can be awarded by the Administrator without Board approval for any single item or group of identical items costing less than $500.00. All other contracts require Board approval prior to purchase.

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 Administrator is authorized to purchase all items within budget allocations.

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.

The Administrator 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.

**Procurement – Federal Grants**

The Administrator 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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