

It is the policy of the Board of Education that the Superintendent seek at least three (3) price quotations on purchases of more than \$5,000 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 supplies, materials, and equipment, as a single item or a group of items in a single transaction costs in excess of the amount designated by statute, the chief financial office shall obtain competitive bids. The chief financial office is authorized to obtain competitive bids in the following manner:

- A. Participation in the State of Michigan's Department of Management & Budget joint Competitive Bidding Program, as authorized by Section 263, 1984 PA 431;
- B. Participation in the Regional Educational Media Center purchasing program (REMC) for central purchasing of equipment related to media center activities authorized by Section 671, 1976 PA 451;
- C. Solicitation for bids by letter or by publication in a local newspaper, trade journal or other appropriate publication. The solicitation must specify the time and place bids will be opened. As the specifications are prepared, they will be made available to all interested bidders. The bids shall be sealed and shall be opened by the Superintendent or his/her designee in the presence of at least one (1) witness. All bidders shall be invited to attend the opening of the bids.

When the purchase of service contracts or service agreements, as a single item or a group of items in a single transaction costs in excess of \$5,000.00, the Superintendent shall bring the contract to the Board for approval.

All orders or contract 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.