

EXECUTIVE LIMITATIONS

2408 AD.REG.

PURCHASING

1. General Bidding Procedure: The district shall utilize an open, competitive, sealed bidding process for all capital projects, materials, and equipment, purchased in a single transaction, as required by law. The business office shall coordinate all competitive bidding for the district.
2. Selection of Successful Bidder: The board reserves the right to reject any or all bids and to accept that bid which it determines to be in its best interests. Vendors shall be selected on the basis of quality of product, suitability of product, price, conformance to specifications, convenience of delivery, and past record of service. When two or more bidders are judged equally on the above criteria, local in-district vendors shall be given preference over bidders whose residences or places of business are outside the district.
3. Cooperative Bidding: The district may participate in specified statewide or regional cooperative purchasing agreements.
4. Informal Bids and Quotations: The district shall take informal quotations (if possible, from three vendors) on supplies, materials, and equipment costing between \$2,500 and \$10,000. The Superintendent or his/her designee is permitted to approve the successful quotation or bid within the budget allocation. Items costing more than \$10,000 must go to the Board for approval.
5. Requisitions/Approval Procedures: All schools/departments shall input requisitions for supplies, materials and equipment utilizing the current electronic purchasing system. Budget managers must approve each purchase made for their area using the current electronic purchasing system. The Superintendent or his/her designee then approves all purchases using the current electronic purchasing system. When quotations are solicited for purchases between \$2,500 and \$10,000, hard copies of the competitive quotations must be sent to the business office to be included with the purchasing copy, which remains on file through the annual audit plus six years.
6. Receipt of Goods/Services: Goods ordered and services performed in an acceptable manner must be verified before authorization of payment is issued. Signed verification of such must be sent to the business office within five business days to facilitate prompt payment.

Received and Filed: June 15, 1998

Revised, received and filed: September 13, 2004

EXECUTIVE LIMITATIONS

2408-A AD.REG.

1. Competitive Bids for Building Construction (Section 380.1267) (Public Act No. 232) requires:

Before commencing construction of a new school building, or addition to or repair of an existing building, the board of a school district is required to obtain competitive bids on all the material and labor required to complete construction of such. Building repairs necessitated by “emergency situations” are exempt from this bidding requirement.

The board is required to advertise for construction bids of a new school, or addition to or repair or renovation of an existing school building.

All such bids will be coordinated through the business office in accordance with board policy and state law.

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