

PURCHASING

- I. The purchasing objective of the Board shall be to provide services, materials, and supplies that offer Marshall Academy personnel the most effective and efficient means to perform their tasks.
- II. The policy of the Board will be to acquire these at a minimum possible cost, but taking into consideration the best interests of Marshall Academy. The Headmaster or his/her designees shall serve as the purchasing agents for Marshall Academy.
- III. It is recognized that the Board does rely upon the Headmaster and his/her staff to administer the business operations of the school. Because the Board cannot relinquish its responsibility and accountability as an agent of the state, the following guidelines are established with regard to purchasing procedures:

A. General Guidelines

1. In awarding purchases or contracts for services, the Headmaster or his/her designees shall consider the following: (a) price; (b) quality of product; (c) service, delivery, and maintenance of product; (d) suitability of product; (e) conformance to specifications; (f) past service to Marshall Academy; and (g) vendor reliability.
2. The Board will have a fully operative purchase order system as a means of budgetary control.
3. Vendor competition in purchasing shall be practiced whenever possible.
4. The selection of textbooks will not be contingent upon competitive bidding, however comparative pricing will be considered.
5. Sufficient amounts have been budgeted in appropriate accounts and sufficient funds available in said accounts, or line item transfer approval given by the Board.

B. Competitive Bids

1. The Headmaster shall make available to the Board, upon request, the price quotations or competitive bids obtained from vendors for goods and services. These copies are to be retained by the Headmaster until the Board has formally accepted the audit for a fiscal year.
2. The lowest responsible bidder, submitting a competitive price quotation or bid, ordinarily shall be awarded the contract. However, the Board reserves the right to accept or reject any bid which it feels is in the best interest of the school, and delegates this authority to those responsible for purchases not coming before the Board.
3. Informal Quotations
Informal quotations (verbal information of price on equal products or services), secured in person or by telephone, may be used in obtaining the many small purchases for routine supplies used by the school.
4. Competitive Quotations
 - a. No purchases shall be made for goods or construction costing more than \$5,000 per item, or group of related items, without written quotations or bids.
 - b. The Headmaster or his/her designee is authorized to make such purchases and shall use discretion in deciding whether such purchases are made on the basis of requested quotation or advertising for bids.
5. Formal Quotations
 - a. No purchases shall be made for goods or construction in a single transaction costing \$16,127.00 or more unless competitive bids for those goods and/or services are obtained and the Board approves the purchase.
 - b. Competitive bids shall be opened at a specific time and place, as stated in the bid advertisement or in the invitation to bid. Bids may be opened by the Headmaster and/or his/her designees at the time and place as stated, and analyzed and brought to the Board at a regular or special meeting with recommendations as to which bids should be accepted.

- c. The Board shall have discretion in determining the responsibility of the bidders and generally shall award the contract to the lowest responsible bidder, provided specifications are fully met. The Board may also consider available services and delivery in determining the successful bidder. The Board may reject any or all bids, and in the case of construction, shall re-advertise in the event all bids are rejected, in the manner provided by law and this policy.
- d. All bids received after the date and time specified shall be returned to the bidder unopened. Changes in the amount or condition of the bid will not be allowed once the bid has been received.
- e. Voluntary alternates submitted by bidders shall not be considered in determining low bids. However, such alternates may be negotiated after the successful bidder has been determined.
- f. Construction bidders shall be required to file security with the Board, in the amount of 5% of the amount of the bid, conditioned to secure the school from loss or damage by reason of the withdrawal of the bid, or by the failure of the bidder to enter a contract for performance if the Board accepts the bid.

C. Emergency Purchases

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence that could affect the life, health, welfare, or safety of the school's children, employees, or properties.

D. Purchasing Rules and Regulations

The Headmaster shall develop the necessary rules and regulations to implement this policy, including requisition and approval procedures, verification of purchases, and verification that goods have been received in an acceptable condition and services performed in an acceptable manner.

APPROVED: _____

LEGAL REF: MCL 380.623a, 380.1274, and 380.1267