

Non-Negotiatory Purchases

Non-negotiatory purchases may be made when there is only one supply source, provided the amount does not exceed bidding requirement limitations.

Informal Quotations

Verbal quotations of price on equal products or services secured in person or by telephone, may be used in purchases for routine supplies used by the district.

The superintendent shall make available to the board, upon request, the price quotations or competitive bids obtained from vendors for goods or services.

Formal Bid Quotations

The superintendent is authorized to purchase any item, or group of items in a single transaction, costing no more than allowed under current law, upon the receipt of at least three written bid quotations provided said purchase is within the approved budget. The superintendent shall use discretion in deciding whether such purchases are made on the basis of requested quotations or through advertising for bids.

Competitive Bids on Building Construction, Renovation and Repairs

Prior to commencing construction of a new building, or additions to or repair or renovation of an existing building costing more than allowed under current law, the board shall obtain competitive bids on all material and labor to be required to complete the proposed construction, addition, repair or renovation. Repair work normally done by district employees is exempted from this bidding requirement.

The board shall advertise for bids once a week for two successive weeks in the *Tri-County Times* and/or the *Lapeer County Press*. Bids shall be opened, read aloud and examined by the board at a public bid meeting.

Procedure

All bids must be submitted to the superintendent in sealed envelopes with the name of the bidder and the date of the bid opening plainly marked in the lower left-hand corner of the envelope. All bids shall be opened publicly on the stated day and time. All bidders and other interested persons are invited to be present when the bids are opened.

Bids not involving building construction, renovation and repairs may be opened by the purchasing agent or other person designated by the board and such opening shall be witnessed by one other district employee. The bids shall then be arranged in order from low to high before they are presented to the board for action.

Responsible Bidder

All bids shall be awarded to the lowest responsible bidder. The board remains the sole judge of whether or not a bidder is "responsible." Criteria that may be used to judge "responsible," by way of illustration and not limitation, are: financial standing, reputation, experience, resources, facilities, judgment and efficiency.

The board may investigate the "responsibleness" of any bidder by using information at hand to form an intelligent judgment, such as the district's architect, previous clients of the bidder, their own investigation, or an outside investigation agency.

Bid Specifications

The board shall avoid negotiation of bid specifications after bids have been accepted and shall correct and request new bids if specifications are inadequately written.

If an error is discovered in the bid specifications all bids shall be returned unopened and the project shall be re-bid using corrected and/or amended specifications.

Any bid submitted to the district may be withdrawn prior to the scheduled time for opening of bids.

Any bid received after the publicized date and time shall not be considered by the board.

Rejection of Bids

The board reserves the right to reject any and all bids and to ask for new bids.
Such reservation shall be so specified in the publication or notification of bid letting.

The board reserves the right to waive any informalities in, or reject any part of, a
bid.

All requisitions shall be submitted to the purchasing agent at a time designated by him/her. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition, and the number of the requisition shall be recorded on the purchase order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent in numerical sequence.

School letterhead paper shall not be used in ordering supplies and equipment for the personal use or purchase by employees.