

Northview Public Schools Bylaws & Policies

6320 - PURCHASING

It is the policy of the Board of Education that the Superintendent seek price quotations on purchases of a single item if the price of said item exceeds the amount above which competitive bids must be obtained, pursuant to Sections 1267 and 1974 of the revised School Code, 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 Superintendent shall obtain competitive bids.

Bids shall be sealed and shall be opened by the Superintendent in the presence of at least one (1) witness. All orders or contracts should be awarded based on the following considerations:

- 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 Superintendent without Board approval for any single item or group of identical items costing less the amount determined by statute. All other contracts require Board approval prior to purchase.

The Superintendent is authorized to purchase all items within budget allocations.

In order to promote efficiency and economy in the operation of the District, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

M.C.L.A. 380.1267, 380.1274 et seq.