

Warren Woods Public Schools Bylaws & Policies

6320 - PURCHASING

It is the policy of the Board of Education that the Superintendent obtain two (2) verbal quotations for an item, or group of related items, estimated to cost between \$3,000 to \$10,000. An item, or group of related items, estimated to cost between \$10,000 and the competitive bid threshold will require three (3) written quotations. This policy exempts emergency situations or situations when price negotiations would not result in a savings to the District.

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.

Weight of this consideration will be used as appropriate.

The Board reserves the right to reject any and all bids.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

No purchase of supplies shall be allowed without a properly signed purchase order. Employees shall be held personally responsible for anything purchased without a properly signed purchase order.

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 setting forth the terms of such a purchase shall not extend for a period of more than five (5) years.

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