

## Section 3000 – Fiscal Management

### 3660 Bids and Quotation Requirements

3660

All purchases requiring competitive bids shall be made in accordance with current statutes, the creation of bid specifications, and adherence to the District's bidding procedure by the District's purchasing agent.

All bids and supporting documentation shall be retained in the District office with the Superintendent for a period of one year after bids have been opened.

#### Competitive Bids

No purchases shall be made of supplies, materials or equipment in a single transaction costing more than allowed under current law unless competitive bids for those goods and services are obtained and the purchase is approved by the Board.

#### Bid Specifications

All bid specifications shall be written by the District's purchasing agent in a clear and concise manner. Such specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial statements; the Board's right to reject any or all bids; compliance with all federal, state and local laws, ordinances and regulations; the date, time and place for the opening of bids; and other items as the Board directs.

Approved: September 9, 2002

LEGAL REF: MCL 380.1267; 380.1274

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### 3660-R Bids and Quotation Requirements

3660-R

#### Non-Competitive Bid Purchases

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

#### 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 a newspaper of general circulation in the area where the building or addition is to be constructed, or where the repair or renovation of the building is to take place. Bids shall be opened, read aloud and examined by the Board at a public bid meeting held in the District.

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### 3660-R Bids and Quotation Requirements

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#### 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 at least 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 business reputation 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.

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### 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 informality in, or reject any part of, a bid.

**Fairview Area Schools**

## **Section 3000 – Fiscal Management**

### 3690 Purchasing from State-Based Vendors

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The Board shall purchase school equipment and supplies from Michigan-based vendors whenever possible, providing that price, quality, and service of the Michigan-based vendor compare favorably with those from out-of-state vendors and the purchase is not inconsistent with federal statutes. Bids shall be solicited from out-of-state vendors in order to establish a fair market price for equipment and supplies.

Michigan-based vendors shall be given preference if their bid or quoted price is within five percent of the low bid or quoted price, not to exceed a maximum of \$100.00, if all other matters are equal and not inconsistent with federal statutes. State-based purchases shall be divided among several Michigan-based vendors when appropriate. The Superintendent shall make all authorized purchases, as he/she deems best after carefully weighing all matters.

Approved: September 9, 2002

Amended: July 11, 2011