

Grand Rapids Child Discovery Center (GRCDC) Procurement Policy

Purchasing Goods and Services

In order to properly oversee the purchasing function and protect the resources of the District, the following administrative rules shall apply to GRCDC procurement policy. These rules shall apply equally to all employees of the District regardless of assignment.

1. No employee has authority to sign any contract for the purchase of any goods or services, nor encumber the District with any debts or obligations beyond the amount of \$1,000.00 per transaction or \$5,000 annually without the specific permission of the Superintendent. Any amount above \$10,000 must be approved by the Board of Directors.
2. Any expenditure for goods or services is authorized only if such expenditures are chargeable, specifically, to an appropriate budget line item in the budget adopted by the Board of Directors.
3. The Superintendent shall be empowered to sign all lease agreements on behalf of the District regardless of duration of the lease or the amount of the expenditure.
4. Any employee violating or attempting to circumvent these rules will be subject to disciplinary action, up to and including discharge. In addition, the Superintendent has authority to pursue any legal remedy necessary to seek restitution from the offending employee for any outstanding debts or obligations incurred by the District because of the employee's violation of these rules, subject to applicable collective bargaining agreements and law.
5. The Board of Directors need not approve payments in those instances where a rate is fixed by the Public Service Commission or a governing unit as is true in the case of utilities and property tax rebate. In addition, the Board of Directors approval is not required for payments of bargained for employee benefits, such as health insurance premiums, and other employee related costs or charges such as FICA, retirement, payroll taxes, unemployment and Workman's compensation. Approval of payments for textbooks, supplementary text materials, bond indebtedness, interest, leases, rentals, specified goods and services under grants, payments to employees, and to participating agencies under Consortium agreements is not required when prior approval of the contract or agreement has been given by the Board.
6. The Board of Directors reserves the right to reject any and all bids, or to accept the lowest qualified bid.

A. General Purchasing Procedures

The purchasing objective of the Board of Education shall be to provide services, materials and supplies which offer District personnel the most effective and efficient means to perform their tasks. The policy of the Board will be to acquire these at a

minimum possible cost, but taking into consideration the best interests of the School District. The Superintendent or his/her designee shall serve as the purchasing agent for the school system.

The Board establishes the following guidelines with regard to purchasing procedure:

1. Purchase within approved budget allocations not exceeding fifty percent (50%) of the State of Michigan competitive bid dollar requirement shall be made on the open market consistent with sound purchasing procedures.

When authorizing purchases, the Superintendent or his/her designee 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 performance to the School District
 - g. vendor reliability
 - h. diversity in the pool of vendors (such as underrepresented populations)
 - i. locally owned
2. Expenditures for goods and/or non-teaching services performed by other than District employees exceeding fifty percent (50%) of the State of Michigan competitive bid dollar requirement in a single transaction shall have prior Board approval except:
- a. expenditures required by law or employee contracts
 - b. utility bills
 - c. gasoline purchases
 - d. replacement textbooks and workbooks for current instructional program
 - e. continuance of manufacturer's maintenance agreements on existing equipment
 - f. food purchases for lunch program
 - g. services provided by the Kent Intermediate School District or Grand Rapids Public Schools
 - h. Legal Services
3. Except as listed in (a) through (i) of 2 above, it shall be the policy of the District to seek competitive bids for goods and/or non-teaching services performed by other than District employees exceeding fifty percent (50%) of the State of Michigan bid dollar requirement in a single transaction. However, it is recognized that the Board may waive the bidding requirement when sole source items are to be purchased.

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 Superintendent and/or his/her designee 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.

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.

4. 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 which could affect the life, health, welfare or safety of the School District's children or employees.

5. Construction of new buildings and additions shall be bid and purchased in accordance with provisions of the Michigan School Code of 1976 as revised for a General Powers District.

6. The Superintendent shall develop the necessary rules and regulations to implement this policy.

B. Quantity Purchasing

The administration shall periodically estimate requirements of standard items or classes of items and make quantity purchases of a bid basis as often as possible to procure items at the lowest possible cost, consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive all of any item at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications.

The Board authorizes the Superintendent of Schools or his/her designated agent to investigate multi-district or intermediate district purchasing advantages on a periodic basis.

C. Vendor Relations

All bidder's representatives submitting bids on materials shall be allowed a hearing regarding their product or products by appropriate purchasing personnel. Said personnel shall be responsible for final selection.

Purchasing personnel shall not extend favoritism to any vendor or group of vendors.

Each vendor bid shall be accepted on the basis of quality, price and delivery, with past service being a factor if all other considerations are equal.

All sales representatives servicing the GRCDC shall register with the Superintendent before contacting individual administrators, teachers and/or students.

The presentation of gratuities by vendors shall be prohibited.

D. LOCAL PURCHASING

The Board of Education recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the District from established local merchants.

The Board authorizes the Superintendent or designee to award purchases placed in accordance with law, this policy, and all policies of the Board otherwise applicable to local merchants when their quotation is competitive, freight charges are a factor, maintenance service may be required, and/or promptness of delivery is a consideration, provided that all statutes pertaining to public purchasing are duly observed.

Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and federally-funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines. In compliance with Act 489, Public Acts of 1982, State of Michigan