



CORNERSTONE

JEFFERSON-DOUGLASS ACADEMY

Procurement Policy

Construction, addition, repair or renovation of school buildings shall be in compliance with Section 380.1267, PA 291 of 1995 of the Revised School Code and all amendments thereto. Procurement of supplies, materials, and equipment shall be in compliance with Section 380.1274, PA 291 of 1995 of The Revised School Code and all amendments thereto.

Each year the State of Michigan informs the Academy of the legal amount for purchases which require a formal bidding process of a single item.

Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase.

Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L. 18.1263.

Bids shall be sealed and shall be opened in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the school;
- D. delivery terms;
- E. past performance of vendor.

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 Academy is authorized to purchase all items within budget allocations. The Academy is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. In order to promote efficiency and economy in the operation of the Academy, the Academy will periodically require estimates for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.