BIDDING REQUIREMENT

A. GENERAL

1. The purchasing department is responsible for obtaining quotations for materials expected to exceed $5,000. This shall be done for both estimating purposes and actual purchases. Quotations may be obtained for requirements under $5,000 at the purchasing agent’s option or upon request.

2. The purchasing department is responsible for obtaining quotations for all building and remodeling when the total cost for labor and materials exceed ten-thousand dollars ($10,000).

3. All transactions over the amount described by law shall be competitively bid as required by law and must be approved by the Board of Education.

4. Bids are to be solicited from vendors whom the purchasing agent knows are qualified to meet the requirements. In determining qualified bidders, the following criteria may be considered: financial stability, past performance, ability to perform, product quality, technical capability, facilities, ethics, etc.

5. Solicitation of bids and bid award will be in accordance with the Conflicts of Interest – Business Dealings Policy (1161.10 also 6131.10). In addition, bids will not be solicited from any “non-awardable” company when so notified by the State of Michigan Contract Compliance Division.

B. TYPES OF QUOTATIONS

1. Sealed Bids
   a. Sealed bid requests will be solicited for all acquisitions of materials over amount required by law.
   b. Sealed bid requests will clearly specify the date, time, acceptable form for bid responses, and location of the bid opening.
   c. Sealed bid due dates and opening time may be extended by the purchasing agent only if they are extended to all vendors.
d. Sealed bids will be time and date stamped on the outside of the envelopes upon receipt. Sealed bids will be accepted up to the specified bid opening time.

e. Bids received late will be time and date stamped and kept with the bid documents, but will not be opened unless no other bids have been received. The late bids may be opened and evaluated at the discretion of the purchasing agent.

f. Sealed bids will be opened at the designated time by the purchasing agent (or his/her designee) and witnessed by another staff member. Bids will be read out loud and recorded on a price comparison sheet. Both Ingham ISD individuals attending the bid opening will sign the price comparison sheet at the completion of the bid opening. (Note: Where sealed bid proposals contain a large number of items, reading of bids may be waived, and attendees may review each bid document.)

2. Written Bids (Non-Sealed)

a. Written requests for bids will be obtained for purchasing anticipated to exceed $5,000 up to the maximum provided by law. Written requests for bids will be sent to three or more vendors. If less than three reply, it may be considered as meeting the bid requirement as determined by the purchasing agent. It will be the responsibility of the purchasing agent to recommend acceptance or non-acceptance of the bid response(s) if less than three reply.

b. The bid document must specify the date the response is due back. All bids will be time and date stamped upon receipt.

c. Vendors may send telegrams, mailgrams, telephone facsimiles, or telephone bids to the purchasing department prior to the due date and confirm their bid with a written document. In accepting a telephone bid, the purchasing agent will write out the conversation and date stamp the notification. This should be attached to the written document when received.

d. A bid due date may be extended by the purchasing agent only if it is extended to all vendors.
3. Verbal Bids
   a. The purchasing agent may obtain verbal bids for goods anticipated to not exceed $5,000.
   b. Verbal bids are to be recorded on a verbal bid form. The purchasing agent shall request vendors to confirm verbal bids in writing. Written confirmations are to be attached to the verbal bid form.

4. Acceptance Waiver
   a. The district retains the right to accept or reject any or all bids, or portions thereof, if it deems such action to be in the best interest of the district.

C. BID REQUIREMENT EXCEPTIONS

1. No bids are required under $5,000. Discretion should be exhibited in selecting vendor who would be the most advantageous to district. However, it is the intent to obtain written bids if advantageous to the district. Some considerations would be:
   a. Anticipated significant cost savings,
   b. Non-standard requirements, or
   c. Situations where permanent documentation is advisable.

2. No competitive bids are required on sole source or proprietary items. However, contact (on items over $5,000) should be made with the vendor in order to establish price, delivery, F.O.B., payment terms, etc.

3. No bids are required on previously consummated competitive bid contracts where such contracts are advantageous to the district (e.g., State of Michigan contracts, General Services Administration (GSA) contracts, cooperative purchase agreements, REMC contracts, etc.). However, it will be the responsibility of the purchasing agent to verify if such contracts are advantageous through verbal bids or other means.
4. No bids are required in emergency situations where inadequate time exists to allow for normal bidding procedures. Emergency is herein defined as:

a. Situations in which life, health, or property is endangered, and

b. Repair of equipment which is critical to the operation or maintenance of the work environment of the district, if not repaired.

The Board will be advised at its next meeting when bid requirements have been bypassed under this emergency provision.