

ARTS ACADEMY IN THE WOODS

PURCHASING/BIDDING

The Academy will follow purchasing/bidding practices in accordance with applicable law, including MCL 129.201; 380.623a; 380.1267; 2 CFR 200 et seq.

The Board of Education requires that all purchases shall be processed through the Business Department, Division of Business/Administrative Services as directed by the Chief Administrative Officer in conformance with applicable laws and board policy.

Procurement of all supplies, materials, equipment and services paid for from Academy funds shall be made in accordance with applicable Federal and State statutes, Board policies and administrative guidelines /procedures. Additional standards of conduct governing the actions of Academy employees engaged in the selection, award and administration of contracts are provided in the conflict of interest policy.

The Business Department shall solicit from vendors the lowest cost and most appropriate service which meets specifications. The Academy reserves the right to reject any or all bids, award contracts to other than low bidders, waive irregularities, accept alternates, and in general make bid awards in any manner deemed to be in the best interest of the Academy.

The purchase of any supply, material or equipment item, or group of items in a single transaction, costing the amount specified in Section 623a of the Revised School Code, as amended, or more, shall be by competitive bids, and must be approved by resolution at a public meeting of the Board.

Building construction, additions, repairs or renovations in the amount specified in Section 1267 of the Revised School Code, as amended, or more, and not normally performed by the Academy shall be by competitive sealed bids advertised once in a local newspaper of general circulation and two weeks on the Michigan Department of Management and Budget website, and shall include the required familial relationship disclosure. All public advertisements for bids shall carry the name and title of the Secretary of the Board.

For repairs or renovations or any item or group of items in one transaction costing less than the amount specified in state law, an Administrator of the Business Department may make the judgment as to the most appropriate method of procurement.

Performance Bond, payment bond and/or bid security in the form of bond or certified check shall be required for construction, additions, repairs or renovations as determined by law.

Capital outlay purchases are defined as items with a unit cost of \$5,000 or more and a useful life of one year or more.

It shall be the general practice that all sealed bids be opened and read at the office of the Board.

The proceedings shall be attended by at least two Academy employees and shall be open to the public.

The Board reserves the right to mandate that the purchase of any item be subject to sealed bid procedures or that any bid be opened at a public meeting of the Board.

Participation in cooperative purchasing arrangements with other schools, the State of Michigan or other governmental units is permitted.

Any of the above stipulations may be altered by the application of Policy 0131.1, regarding the suspension of Board Policy.

Procurement Federal Grants

The Chief Administrative Officer shall maintain a procurement and contract administration system in accordance with applicable U.S. Department of Education and U.S. Department of Agriculture regulations and the Federal Uniform Grant Guidance when procuring property and services under a federal grant.

The Chief Administrative Officer may prepare Administrative Guidelines to implement this policy.

(6320)

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