

RESOLUTION #2001-07

BIRCH RUN TOWNSHIP PURCHASING POLICY

Formal and informal request for quotations for goods and service from \$1000.00 and up should be written and at least (3) sources of supply should be utilized. Request for \$10,000.00 and up will require written proposals requesting at least (3) proposals.

When a previous awarded contract for goods or services has expired the Township Board may extend this contract only if the price has not increased. In the event of an increase the board should re-submit the matter for re-bidding.

Major bids for buildings, water, sewer and other large projects are to be estimated by Townships engineering firm and all phases of bidding should be handled through that firm.

Public Acts 167 and 168 of 1993 became law on September 16, 1993. These acts require all local units of government (city, village, township, or county) to conduct sealed competitive bids for any contract of \$20,000 or more to qualify for state revenue sharing payments. The new law exempts contracts for professional services, emergency repairs, or service if the governing body of the local unit exempts such services by a written policy. This bidding requirement does not apply to transactions between governmental units.

The Township reserves the right to reject any or all proposals, to waive any informalities, irregularities, and/or errors in any proposals or to accept other than the lowest bid, and to accept the bid or proposal that is most favorable to the Township.

Purchases that exceed \$1000.00, emergency in nature, must be authorized by the supervisor or clerk. These should require verbal, noted and reviewed quotations if practical. Any amounts under \$1000.00 will be considered routine and approved by the respective department heads or office management.

Office supplies (i.e. paper, pens, staples, folders, etc.) are available in the general office area for all general fund departments. Any items not available will be special ordered by the clerk and charged to the department requesting the items. Non-general fund departments may order supplies through the clerk or through their respective departments will all purchases to be charges to the appropriate fund.

Retention of professional individuals or firms is to be approved by the Township Board or unless directed otherwise by Board action.

Repair services are to be authorized by the department head. A service contract may be purchased when the frequency of repairs on a certain item warrants the cost of the contract, after approval by the Township Board.

Specific capital outlay projects addressed in the budget do have to return for Board approval.

This policy supercedes and renders null and void all other previously adopted policies.

Clerk Kristine Tanner



Supervisor Earl Schlegel

Date

Date