

**Introduction**

The Grand Rapids Public Schools (hereinafter “GRPS” or “District”) desires to establish a fair and transparent purchasing policy and processes to ensure that its students receive the best products and services possible at the most reasonable price. This policy specifically applies to the Grand Rapids Food and Nutrition Services Department (hereinafter “GRPSFS”) and incorporate the District’s overall purchasing rules where applicable.

**General Provision**

**GRPSFS** will utilize the guidelines provided by the Michigan Department of Education to determine if purchase request must be approved by an MDE official (Administrative Policy NO. 13) Administrative Rules 3665

**GRPSFS** will maintain a contract administration system which will ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

**GRPSFS** will verify that all food program contracts and procurements are net of all applicable discounts, rebates, and credits. All contractors will maintain records and source documents in support of all costs, discounts, rebates, and credits.

**GRPSFS** will retain all food program records for three years after final payments and/or three years after any pending matters have been closed and completed.

GRPS reserves the right to reject all bids based on staff evaluation and to ask for new bids.

Such reservation shall be so specified in the publication or notification of bid letting.

GRPS reserves the right to waive any informality in, or reject any part of, a bid.

**GRPSFS** is a member of the Great Lakes Consortium.

**GRPSFS Purchasing Requirements****1. Purchases greater than \$25,000:**

If the amount exceeds twenty-five thousand dollars (\$25,000.00) a contract must be awarded through a formal competitive bid process. A call for bids or request for proposals (RFP) shall be published at least once in a newspaper of general circulation within the City of Grand Rapids, as well as published in a newspaper generally circulated state-wide and posted on the district’s website. The call for bids or RFPs may also be published in a regional newspaper. Purchases greater than \$25,000 will require Board approval.

**2. Purchases between \$3,000 and \$25,000:**

**GRPSFS** will obtain competitive written quotes from at least three vendors.

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#### **3. Purchases less than \$3,000:**

Any purchase below three thousand dollars (\$3,000.00) is considered a micro-purchase. Micro-purchases may be awarded without soliciting competitive quotes if the price is considered reasonable. To the extent feasible; however, GRPSFS must distribute micro-purchases equitably among qualified suppliers.

#### **4. Emergency Purchases**

GRPSFS will comply with the emergency purchase guidelines outlined in GRPS Board Policy 3610 and 3610-R.

### **Bid Specification Requirements**

Bid specifications will be written by Food Services personnel and presented to the Purchasing Department for distribution. GRPSFS contracts will not be awarded to any potential vendor who writes any of the bid specifications, the solicitation documents, or any of the contract language for the solicitation.

Identical bid specifications and/or request for proposals will be provided to all potential vendors.

### **Bid Procedures**

GRPSFS will follow the process outlined in GRPS Board Policy, Section 3000 – Fiscal Management 3660-R Bids and Quotation Requirements

### **Geographic Preference**

Pursuant to state law, no local preference will be granted for contracts paid for with federal funds.

### **Buy American**

GRPSFS will adhere to “Buy American”. Therefore Food Service is required to purchase, to the maximum extent possible, domestic products for use in meals served in our Child Nutrition Program. However, exceptions are allowed when:

- a. Food preferences can only be met with foreign goods
- b. Insufficient quantity and/or quality is available in the USA
- c. Domestic cost is significantly higher

### **Debarment and Suspension**

All potential vendors will be required to complete the debarment and suspension certification form Administrative Rules 3665

### **Standard of Conduct for GRPS Employees**

GRPSFS will adhere to GRPS Board Policy 3610 and 3610-R.

### **Bid Protest Procedures**

The bid protest procedures outlined in GRPS Board Policy Rule 3660-R shall apply.

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Approved: March 6, 2017

LEGAL REFERENCE: MCL.380.1274