



**Powell Township Government**

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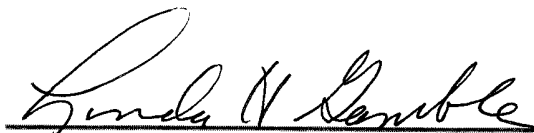
## **PURCHASING AND BID POLICY**

**PURPOSE:** This policy controls the expenditure of funds for supplies, parts, repairs, services, training and equipment for the normal and routine operation of the Powell Township Government including all contracted outside services. Routine Purchases

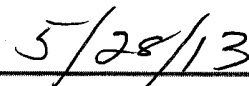
1. The township Board is the purchasing agent for the Powell Township Government ("the Township").
  2. Every reasonable attempt must be made to ensure that purchases are being made in a manner that ensures that the Tax Payers are receiving the best value for the money being expended.
  3. Purchase orders will be numbered and will be prepared in advance of any purchase greater than \$300.00
    - a. Department Heads will prepare purchase orders for the Township Board's approval and signature. This purchase order will then be provided to the Township Clerk to facilitate payment of invoices.
    - b. The Township Board and Department Heads may have subordinates make purchases. The employee making the purchase will sign the vendor's sales slip, and the Clerk will verify authorization prior to preparing payment by reviewing the purchase order. If the purchase is less than \$300.00, the Department Head will also sign the vendor's sales slip as authorization.
  4. In emergencies, when necessary to protect the health, welfare, safety and well being of the community, A Board member may make or authorize an expenditure higher than \$300.00, after receiving the consent of the two other board members.
  5. All purchases of goods or services in an amount higher than \$300.00, and all contracts for recurring services, must abide by the bid policy as set forth below.
  6. All purchases of goods and services in an amount higher than \$300.00 (except as noted in paragraph 5 above), and all contracts for recurring services must be approved by the Township Board.
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7. Bids for goods and services must be solicited and requests for proposals prepared under the following circumstances:
  - a. \$2,001.00 - \$20,000.00: A request for proposals must be prepared and three bids must be obtained, however publication of a Notice to Bidders is not required. The bids do not have to be sealed.
  - b. \$20,001.00 and above: A request for proposals must be prepared and three bids must be obtained. A Notice to Bidders is required to be published in the Township's newspaper of record, and should also be sent to all relevant vendors on the approved Vendor List. The bids must be sealed.
8. Bids for recurring services must be solicited and requests for proposals prepared for all contracted services, including professional services, with the following requirements:
  - a. All contracts must contain the clause that the Township may terminate the contract with or without cause at any time, upon written thirty (30) day notice, and that the contractor must turn over any files and information in their possession to the Township Supervisor at the end of that thirty day period.
9. Bids will be opened on the date specified in the request for proposals. The bids will be opened at the Powell Township Hall Offices, in the regular business office, by the Supervisor and Clerk.
10. The Township Board will use a roll-call vote when awarding a bid.
11. The Township Board is not required to accept the lowest bid, and every effort will be made to award bids to local bidders.
12. If the Township Board decides that the bid process is not practical in a given situation, they may waive the requirements of this policy on a majority, roll-call vote. A majority shall consist of three or more affirmative votes.
13. This policy will be in effect upon adoption by the Township Board and will remain in effect until rescinded by the Township Board. Revisions or amendments must be approved by the Township Board, and must be recorded in writing and maintained with this original policy by the Township Clerk. This policy, and all subsequent amendments, will be provided by the Clerk to all Township Board members and all Department Heads.

Clerk's certification: I hereby certify that the above Powell Township Purchase and Bid Policy was adopted by the Township Board at their Regular Meeting held on May 28, 2013.



Linda Gamble, Powell Township Clerk



Date