

**Policy 2005-06**  
**Bid and Quotation Requirements Policy**  
**Adopted 9-26-05 with motion #050927-09**  
**Revised March 23, 2009 with motion #090323-04**  
**Revised November 23, 2015 with motion #151123-04**  
**Revised March 24, 2025 with motion #250324-13**  
**Revised \_\_\_\_\_ with motion \_\_\_\_\_**

The Board will obtain a minimum of three (3) price quotations on all purchases exceeding \$20,000 except (1) in cases of emergency; (2) when the materials purchased are of such a nature that price negotiations would not result in a savings to the Township; or (3) when despite its solicitation for bids the Township is unable to persuade sufficient contractors to bid

All supplies, materials, and equipment shall be purchased by the Superintendent or his/her designee. In general, the Superintendent or his/her designee is authorized to proceed with purchases as set forth in the budget adopted by the Board. However, purchases of an item or group of items in a single transaction costing \$20,000 or more will require that competitive bids be obtained and approved by the Board prior to purchase.

Exceptions to the competitive bid requirement may be permitted in order to standardize items which will result in a lower long term cost to the Township, or if there is only one supplier of a particular item. The MiDeal Program run through the State of Michigan meets the criteria of obtaining three bids.

In the event of an emergency, the Superintendent or his/her designee shall have the authority to purchase capital equipment needed to keep the facilities of the Township operational. Any such purchases shall be approved by the Board at a special or regular meeting as soon as appropriate after the purchase is made.

Such purchases shall not be made so as to circumvent the purposes of the competitive bid procedure.

The Superintendent or his/her designee will establish rules and regulations which will implement the provision of this policy.