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MANAGER
Andrew Dymczyk

TO: Township Board

FROM: Andrew Dymczyk, Township Manager 

SUBJECT: Purchasing Procedure Policy Update – Qualifications Based Selection

DATE: March 4, 2021

Our Purchasing Policy addresses all purchases made by DeWitt Township employees. This Policy acts as a guide to ensure the Township provides the residents with the best value for its tax dollars. While the Purchasing Policy adequately addresses most types of purchases, I believe adding a qualifications based purchasing process, for professional service acquisitions like legal, engineering and design, would further strengthen our ability to acquire services at the best value for taxpayers.

Qualifications Based Selection (QBS) is a process used by all federal agencies (see Brooks Architect-Engineers Act PL 92-582), 46 state governments and many local municipalities. QBS is a competitive course of acquisition in which firms submit qualifications to the Township, who evaluates and selects the most qualified firm based on the specified needs of a project and not according to the lowest bid submitted. If the Township is unable to come to terms with the chosen firm, we would move onto the next highest firm. I would recommend adoption of the proposed updates to the Purchasing Policy reflecting the addition of a Qualifications Based Selection procurement process.

QBS Michigan is a non-profit group based in Lansing that has provided informational resources and support in researching this procurement process. Additional information on QBS can be viewed at qbs-mi.org.

Attached is a highlighted section of the proposed additions and the Purchasing Policy with the recommended additions. The Township's Purchasing Policy was last updated in April of 2019.

STRATEGIC PLAN:

Strategic: Fiscal and Organization Excellence

Strategies: Maintain sound fiscal policies and budgets that allow the Township to address service needs and maintain community

Strategic: Fiscal and Organization Excellence

Strategies: Enhance Township Services, giving consideration to the latest technology and best practices

SUGGESTED ACTION:

Adopt the proposed Purchasing Procedure Policy reflecting the addition of a Qualifications Based Selection procurement process to be effective March 8, 2021.

F. *Changes In Purchase Orders:* If for any reason, a significant change must be made in a purchase order after it has been received by an employee, that employee must notify the Manager's Office. A significant change shall be defined as a change that:

- Switches the purchase order from one vendor to another vendor.
- Changes the item being ordered (i.e. from roofing nails to finishing nails).
- Changes the price of the purchase order by more than 5% of price estimated on the purchase order.

Failure of an employee to notify the Manager's Office of a significant change in the purchase order may result in that employee being held liable for that purchase.

G. *Completion of Transaction:* When an order has been filled, it is the responsibility of the Department Head to have the shipment or services requested inspected to ensure the proper quantity and quality of goods or services have been received. If the order is incomplete (backordered), a photocopy of the invoice and purchase order must be kept by the Department Head for future verification.

H. *Invoices:* An invoice is an itemized listing of quantities and charges for the purchase of supplies, materials, equipment, or services which have been furnished to the Township. An invoice is the means by which the vendor informs the purchaser of their obligation and it should contain the same basic information as the purchase order plus any conditions imposed by the vendor, such as discounts, time of expected payment, etc.

Prompt processing of invoices for the settlement of obligations is very important because it may favorably affect the relationship between the purchaser and the vendor. An invoice should contain:

- Purchase order number
- Date of order
- Date of delivery
- Destination of delivery (who received it)
- Itemized list of materials or services rendered
- Quantities, prices (both in unit and total), terms and any other charges contained in the Purchase Order

7. Criteria by Cost

The following methods are available to be utilized in the acquisition of goods, services and contracts, depending on the nature of the goods/services being sought and the projected expense:

Purchases. Purchases are solicited in the following manner:

\$499 & under	Three reasonable best prices
\$500 - \$9,999	Informal Bids - Three written quotes
\$10,000- \$19,999	Formal Bids
\$20,000+	Sealed Bids

7.1. Documentation shall be included along with the purchasing request to show that the above process was followed.

- 7.2. Departments that reorder the same items that have been previously solicited under this policy, do not need to be re-quoted if the pricing from the original vendor has not changed by more than 5%. Quotes cannot be over three (3) years old.
- 7.3. Budgeted routine supplies needed to carry on the Township daily business (i.e. office supplies, copies, etc.) are generally acquired using preferred vendors. Department Heads shall review preferred vendors at least once per year to determine the Township's interests are being appropriately served.

If approved by the Township Manager or Assistant Township Manager acquisition of goods, services and contracts a

Qualifications Based Selection method towards acquisition may be utilized by Department Heads.

~~7.4. If approved by Township Manager or Assistant Township Manager acquisition of goods, services and contracts Department Heads may utilize~~

8. Qualifications Based Selection

Qualifications Based Selection(QBS) is a competitive procurement process is which firms submit qualifications to the Township, who evaluates and selects the most qualified firm based on the specified needs of a project and not according to the lowest bid submitted.

QBS Process

- 1) Identify scope for project
- 2) Issue a Request for Qualifications
- 3) Evaluate the Qualifications
- 4) Make a shore list of firms to interview
- 5) Conduct interviews
- 6) Rank firms
- 7) Select top-ranked firm
- 8) Jointly define scope with top-ranked consultant
- 9) Negotiate a fee
- 10) Execute a contract

If Township is unable to agree on a scope and fee that work for both parties, Township shall move to the next highest ranked firm and negotiate.

8.9. Bidding

- A. *Purpose:* Bidding is a method by which the Township can reduce the costs of goods and services purchased through competition. There are three types of bidding: informal bidding, formal bidding and sealed bidding. Informal bidding consists of making informal inquiries about the cost of a desired purchase or service. Informal bidding should be used for purchases above \$499, but less than \$10,000. Formal bidding includes solicitations for goods or services through public advertisement and letters to known vendors. Formal bidding should be used for purchases above \$9,999, but less than \$20,000. Sealed bids should be used for purchases above \$20,000.

Formal and Sealed bids may require a Qualification Evaluation form to be filled out for bid evaluation. When required, the Qualification Evaluation form is to be included in the Request for Proposal.

DeWitt Charter Township Purchasing Procedure Policy

Adopted by Township Board of DeWitt Charter Township at a
Regular Board meeting held on April 22, 2019

Updated March 8, 2021

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1. Introduction

This policy is designed to serve as a guide for all purchases by DeWitt Township Employees for the Charter Township of DeWitt. The Township is committed to providing the residents of DeWitt Township the best value for its tax dollar. Through this policy, DeWitt Township will strive to increase competition from our vendors and to find the best price, appropriate quality, and best value in the market.

Considerations of labor in processing administrative paperwork, advertising costs, indirect costs and overall time factors of supplying goods and services are intended to be reviewed in the procurement operation of the Township. Such review will serve to provide the Township with an overall cost effective process of procurement. The policy will serve as a framework to work within, yet allow particular needs to be addressed by the Purchasing Agent as they arise in order to maintain support for the departments and agencies affected.

2. Purpose

This policy addresses general procurement guidelines applicable to the acquisition of goods and services for the Township. The adherence to the policies set forth below will:

- Reinforce consistency and efficiency in expense policies for the Township;
- Ensure the maximum purchasing value of public funds regarding procurement;
- Provide safeguards for maintaining a procurement and disposition system of quality and integrity;
- Provide for effective purchasing functions that allow for the necessary business of the Township to be performed in a timely fashion; and
- Provide for fair and equitable treatment of all persons involved in public purchasing by the Township.

3. Vendor Requirement

All Department Heads are required to verify that W9 paperwork has been submitted to the Township. In the event that no W9 is on file, the Department Head shall request W9 documentation.

4. Responsibilities

All purchases are ultimately the responsibility of the Township Manager, and may be approved or disapproved in accordance with the provision of this policy and the limitations of the Township budget. The Township Manager will act as the official Purchasing Agent for the Township.

Individual Department Heads shall be responsible for the actual purchasing for their departments. Department Heads must anticipate and plan for the purchasing needs of their departments. Proper planning by Department Heads for the future of the department is expected. Department Heads will screen purchase requests to ensure that sufficient funds are available in the account to cover the purchase request and sufficient funds will be available later in the year to cover expected purchases. If there are sufficient funds available, a purchase order may be

issued. If there are not sufficient funds available to cover the request, the Manager may submit the request to the Township Board for action, or the request may be denied by the Manager.

Department Heads are responsible for all Department purchases to be sales tax exempt.

5. Purchase Requests

All purchases without appropriation in the current budget of goods or services \$1,000 or more, shall be submitted to the Township Manager, using the attached Purchase Request form, for approval prior to purchase. The purchase request establishes the need and provides justification for any goods or services. The purchase request form should be completed in its entirety to include justification, suggested vendors, quantity, specifications, shipping details and pricing. When deemed appropriate, additional memoranda and/or documentation are encouraged for supporting the purchase request. A purchase request is an internal document.

6. Purchase Orders

Purchases \$249 or less do not require a Purchase Order.

A. *Purpose:* The purchase order system is designed to account for the disbursement of funds, and keep track of purchases to be delivered. Purchase orders are to be used for all purchases, except petty cash purchases.

B. *Guidelines:* The purchase order is the authorization to make a purchase.

1. A purchase order is the approval of a purchase for a specific item(s), from a specific vendor, at a specific rate. Any significant change in the purchase order may void that purchase order, and the employee making the significant change in the purchase order may be held liable for that purchase. A significant change is a change in vendor, items(s) being purchased, or a change in price of greater than five percent (5%).

C. *Procedure:* A purchase requisition is to be filled out/uploaded with documentation by the employee requesting the purchase. His/Her Department Head must sign/approve the purchase requisition, thus authorizing the request. The purchase requisition must contain the following information:

- Name of vendor
- Date of submission
- Account to be billed
- Number of items requested
- Description of items
- Price of items per unit (use actual price)
- Total price (of items and of purchase)
- Approval of Department Head

1. When the purchase requisition is completed, the Department Head will submit the requisition to the Manager's Office for approval. If the purchase is rejected, the department making the request shall be notified.

Purchase Order Process

Step 1: Department has an expenditure of \$250 or more

Step 2: Purchase Requisition is filled out with required documentation requesting the purchase

Step 3: Purchase Requisition is submitted to Department Head

Step 4: Purchase Requisition is submitted to Manager's Office for approval or denial

Step 5: When approved by Manager's Office, Purchase Requisition becomes a Purchase Order

Step 6: Department makes purchase

D. *Exceptions:*

1. In situations where an unforeseen need for services, supplies, or materials arises, such as the need for emergency repairs on vehicles or complications in the course of normal maintenance, purchase orders cleared with the Department Head may be placed verbally with the Manager's Office, who will then issue a purchase order number if the purchase is acceptable. If the situation occurs after office hours or on a weekend, the Department Head may approve the request. A confirmation purchase order will be completed after the purchase has been made. The confirmation purchase order will be routed through normal channels.
2. Department Heads are responsible for making sure that the invoices from confirmed purchases are routed to the Clerk's Office. Department Heads will define when emergency purchases may be made by their department, subject to approval by the Manager.
3. If a hardship is created due to the extended absence of the Manager and Assistant Manager (vacation, sickness, etc.), the Clerk or the Treasurer (in that order) shall assume the responsibility of the Manager in this policy.

E. *Routine Purchases:* Purchases of a routine nature may be verified with a Township purchasing stamp. These purchases include insurance premiums, maintenance agreement billings, utility billings, regular vehicle maintenance, O.U.I.L., telephone, dry cleaning, mileage reimbursement, and fuel purchases. The stamp must indicate the department verifying the bill, date, account charged, and be signed by the appropriate Department Head and Manager. The use of this stamp must be kept to a strict minimum.

- F. *Changes In Purchase Orders:* If for any reason, a significant change must be made in a purchase order after it has been received by an employee, that employee must notify the Manager's Office. A significant change shall be defined as a change that:
- Switches the purchase order from one vendor to another vendor.
 - Changes the item being ordered (i.e. from roofing nails to finishing nails).
 - Changes the price of the purchase order by more than 5% of price estimated on the purchase order.

Failure of an employee to notify the Manager's Office of a significant change in the purchase order may result in that employee being held liable for that purchase.

- G. *Completion of Transaction:* When an order has been filled, it is the responsibility of the Department Head to have the shipment or services requested inspected to ensure the proper quantity and quality of goods or services have been received. If the order is incomplete (backordered), a photocopy of the invoice and purchase order must be kept by the Department Head for future verification.

- H. *Invoices:* An invoice is an itemized listing of quantities and charges for the purchase of supplies, materials, equipment, or services which have been furnished to the Township. An invoice is the means by which the vendor informs the purchaser of their obligation and it should contain the same basic information as the purchase order plus any conditions imposed by the vendor, such as discounts, time of expected payment, etc.

Prompt processing of invoices for the settlement of obligations is very important because it may favorably affect the relationship between the purchaser and the vendor. An invoice should contain:

- Purchase order number
- Date of order
- Date of delivery
- Destination of delivery (who received it)
- Itemized list of materials or services rendered
- Quantities, prices (both in unit and total), terms and any other charges contained in the Purchase Order

7. Criteria by Cost

The following methods are available to be utilized in the acquisition of goods, services and contracts, depending on the nature of the goods/services being sought and the projected expense:

Purchases. Purchases are solicited in the following manner:

\$499 & under	Three reasonable best prices
\$500 - \$9,999	Informal Bids -Three written quotes
\$10,000- \$19,999	Formal Bids
\$20,000+	Sealed Bids

- 7.1. Documentation shall be included along with the purchasing request to show that the above process was followed.

- 7.2. Departments that reorder the same items that have been previously solicited under this policy, do not need to be re-quoted if the pricing from the original vendor has not changed by more than 5%. Quotes cannot be over three (3) years old.
- 7.3. Budgeted routine supplies needed to carry on the Township daily business (i.e. office supplies, copies, etc.) are generally acquired using preferred vendors. Department Heads shall review preferred vendors at least once per year to determine the Township's interests are being appropriately served.

If approved by the Township Manager or Assistant Township Manager acquisition of goods, services and contracts a Qualifications Based Selection method towards acquisition may be utilized by Department Heads.

8. Qualifications Based Selection

Qualifications Based Selection(QBS) is a competitive procurement process in which firms submit qualifications to the Township, who evaluates and selects the most qualified firm based on the specified needs of a project and not according to the lowest bid submitted.

QBS Process

- 1) Identify scope for project
- 2) Issue a Request for Qualifications
- 3) Evaluate the Qualifications
- 4) Make a short list of firms to interview
- 5) Conduct interviews
- 6) Rank firms
- 7) Select top-ranked firm
- 8) Jointly define scope with top-ranked consultant
- 9) Negotiate a fee
- 10) Execute a contract

If Township is unable to agree on a scope and fee that work for both parties, Township shall move to the next highest ranked firm and negotiate.

9. Bidding

- A. *Purpose:* Bidding is a method by which the Township can reduce the costs of goods and services purchased through competition. There are three types of bidding: informal bidding, formal bidding and sealed bidding. Informal bidding consists of making informal inquiries about the cost of a desired purchase or service. Informal bidding should be used for purchases above \$499, but less than \$10,000. Formal bidding includes solicitations for goods or services through public advertisement and letters to known vendors. Formal bidding should be used for purchases above \$9,999, but less than \$20,000. Sealed bids should be used for purchases above \$20,000.

Formal and Sealed bids may require a Qualification Evaluation form to be filled out for bid evaluation. When required, the Qualification Evaluation form is to be included in the Request for Proposal.

- B. *Exceptions:* With the prior approval of the Township Manager, purchases may be made using the State of Michigan Purchasing Agreement wherein the Township may purchase

items which have been bid at the State level or purchases may be made using a negotiated purchase. These procedures will not be used to circumvent the intent of providing an open opportunity for all to compete for the Township's purchases and will only be used when such use will result in savings for the Township.

10. Informal Bids

Informal bidding (quotes) is used to ensure the degree of competition for medium sized purchases without the involvement of the formal bidding process. It should be used for purchases \$500 or greater and less than \$10,000.

1. Procedure:

- a. Individual employees, with approval of their Department Head, may solicit informal bids on equipment, materials, supplies, or services pertinent to their operation only, up to \$10,000. All informal bids where the anticipated cost is greater than \$499 shall be solicited and be approved by Department Heads.
- b. A minimum of three (3) bids shall be solicited either by telephone or by personal contact. More bids may be necessary once the bids have been solicited and recorded. A copy of each bid solicited must accompany the purchase order. The Department Head shall state which bid he/she recommends and why he/she prefers that bid.
- c. Bids for budgeted items may be screened by the Manager's Office. All non-routine purchases without appropriation in the current budget of goods or services \$1,000 or more, shall be submitted to the Township Manager, using the attached Purchase Request form, for approval prior to purchase. As a general rule, the most qualified bid will be accepted. However, the Manager reserves the right to reject any or all bids.

2. Required Documentation:

- a. *Quote Information:* To ensure fairness in bids, each vendor solicited should be given the same information. This information should include:
 - Description of items to be purchased
 - Special terms and/or specifications
 - Desired delivery date
- b. *Record of Bids:* All bids solicited shall be recorded. Each record should contain:
 - Quote information
 - Record of all bids
 - Department Head recommendation

This should accompany the purchase requisition.

- c. *Statement of Acceptance:* A brief statement by the Manager on which bid was accepted and why. It should be filed in the bidder's list files.

11. Formal Bids

A formal bidding procedure should be used for purchases \$10,000 through \$19,999. It includes solicitation of bids through the mail, online postings, through public advertisement in trade organizations; any method or combination of methods may be used.

1. *Budgeted Formal bids.* The Department Head requesting an item being bid must submit a description of the item(s) to be bid, and any specifications to be met by those item(s) to the Manager. The Manager shall prepare a letter of advertisement to be sent to perspective bidders, placed with local mass media source, in trade journals, and/or in public places. As a minimum, the letter of advertisement must be posted within the DeWitt Township Municipal Building and website for materials, supplies and equipment. The contracting for services such as planning, engineering, legal, etc., shall be done by use of competitive requests for proposals. The letter of advertisement must include:

- Identification of items to be bid upon
- Location bids are to be submitted
- Date and time of bid deadline for submission
- Contact for further information
- Statement on Township's rights to reject bids

It may include:

- Description of items to be bid upon
- Brief description of contract compliance terms
- Bid specifications and basic contract exceptions

If a bid document must be prepared, it shall include:

- Bid advertisement
- Bid preparation instructions
- Proposal
- Contact
- General conditions
- Special conditions
- General specifications
- Detailed specifications
- State or Federal guidelines (if necessary)

All bids should have a statement on non-collusion included with the final bid.

2. *Unbudgeted Formal bidding.* Should the need arise that an item must be bid, and that item has not been budgeted, that item must be approved for purchase, by the Township Board before it may be bid.
 - a. To gain approval for an unbudgeted item, the Department Head shall first prepare a Purchase Request Form and submit the form to the Manager's Office. If the request is approved (ultimately by the Township Board), it shall be bid in the same manner a budgeted item would be bid.

- b. An estimate of cost shall be prepared in the same manner informal bids are solicited (as listed under 9. Informal Bidding Section 2. Required Documentation). The estimation of cost shall be based on the record of bids document.

12. Sealed Bids

Purchases for goods, services and construction \$20,000 and over will be by sealed bid per Public Acts 167 and 168 of 1993 and shall be released through the Manager's Office.

- 12.1. The requirements for sealed bids shall not apply to any of the following:
 - 12.1.1. Transactions between government units.
 - 12.1.2. Professional services, including but not limited to, legal, architectural, engineering, financial advisory, auditing, or account services.
 - 12.1.3. Specialized goods or services available from only one source.
 - 12.1.4. Health, liability, and pension insurance.
 - 12.1.5. Other contractual obligations.
 - 12.1.6. Maintenance agreements.
 - 12.1.7. Services for emergency repairs.
 - 12.1.8. Services for the installation, implementation, and/or administration of computer hardware and/or computer software applications.
 - 12.1.9. Goods and services that the Township Board may specifically exempt from time to time.

13. Receipt, Opening, and Tabulation of Bids

All bids shall be sent to the Township Clerk's Office. The Township Clerk's Office shall be responsible for stamping the bids with the time of receipt and safeguarding of all bids and corrections until the time the bids are to be opened.

1. The Manager or his/her designee shall open and read the bids at the time designated in the bid advertisement. The bid openings shall be open to the public.
2. The Department Head involved in the bid, and the Manager's Office shall tabulate the bid results. If the bid involved more than one item, each item shall be tabulated separately unless it has been specified that the items were to be bid as a package. Any deviation from the specifications must also be noted.
3. Unless special instructions are included in the instructions to the bidders, changes to bids shall be accepted until the deadline set for bid submission.

14. Evaluation and Acceptance of Bids

Bids shall be evaluated with the objective of getting the best quality goods and services at the lowest price to the Township. Prior to evaluating bids, the Manager, with assistance from Department Heads, shall determine specific guidelines for bid evaluation. It should be noted whether price or quality is the predominant criteria, and what other criteria shall effect bid evaluation.

1. The Township may evaluate all bids objectively and subjectively. It may reject any and/or all bids or portions of bids submitted. All items must be considered as presented in the specifications. Bids may be awarded as a total package, or on an item by item basis.
2. Local vendors shall only be given preference in award of bids when all other factors are approximately equal, unless otherwise advertised.

15. Retention of Quote and Bid Documents

A record of all quotations and bid documents related to the purchase of supplies, materials and equipment shall be retained by the Township until completion of the financial audit for the fiscal year of the purchase unless otherwise stated by the established retention schedule (located in Clerk's Office).

16. Sole Source/Single Source

A contract may be awarded without competition when it is determined in writing that there is only one source for the required supply/service or when competitive bidding is either not feasible or advantageous to the Township. The Township Board will be notified that a sealed bid process was not used before the awarding of any contracts.

17. Standing Purchase Orders

A standing purchase order for multiple purchases of a similar good or service in a fiscal year may be awarded to a sole vendor by a single authorization beginning with the first purchase of the fiscal year. A new purchase request must be submitted prior to the first similar purchase in each fiscal year, indicating that proper quotes were solicited according to the requirements of this policy at least once per year. The completed purchase request should reflect that a standing purchase order is being specifically requested.

18. Emergency Purchase

In an emergency or apparent emergency endangering the public peace, health and safety of the Township which requires the immediate purchase of supplies, materials, equipment or services, the Township Manager may purchase any supplies, materials, equipment or services which he/she deems immediately necessary. In the case of emergency purchases, a full report of the circumstances of the emergency purchase shall be filed within 30 days of the purchase with the Township Board. Lack of proper planning does not justify emergency purchases.

19. Cooperative Purchasing Program

Bidding requirements may be waived by the Township Board if the purchase of supplies, equipment or services is available through cooperative purchasing programs or associations.

20. Circumventing Requirements

Splitting a purchase across multiple departments, funds or purchase requests/orders, or categorizing a purchase as an emergency for the purpose of circumventing authorization levels or requirements is strictly prohibited.

21. Township Board Approval

All unbudgeted purchases of \$10,000 or more, except for emergencies or utility payments, shall first be approved by the Township Board.

22. Tax Exemption

Notify the vendor or merchant that the Township is exempt from all local and state sales taxes or federal excise taxes for goods and services purchased in the State of Michigan (**Michigan Sales and Use Tax Certificate of Exemption forms are held in the Clerk's Office.**)

23. Local Buying

The Township shall strive to buy the best quality goods and services at the lowest price. In this endeavor, the Township shall be an equal opportunity purchaser, favoring local vendors only when all other factors are reasonably equal.

24. Delivery and Inspection

Goods and services will be checked at the time of receipt to detect any damage or defects and ensure the receipt of material/equipment is in compliance with the contract documents or order. Inspection should be conducted immediately upon arrival or as soon thereafter as reasonably possible. Equipment and supplies should be inspected for damage, quantity, quality, price and all other required specifications.

The acceptance of goods shall be the responsibility of the initiating department. All invoices or shipping documents should be signed by the recipient and forwarded to the Department Head for submittal. Rejection of received/delivered equipment, goods or services shall be immediately documented by the requesting department to the Township Manager and the vendor informed, allowing opportunity for explanation or compliance with the original specifications.

25. Sale of Township Property or Goods

Whenever any Township property is no longer needed, it shall be disposed of fairly and properly. The Manager's Office and Department Head shall determine the estimated value of the property. Property not exceeding \$10,000 in value, may be sold for cash by the Manager's Office after receiving quotations or competitive bids for the best price attainable. Property with a value in excess of \$10,000, or any real property, may be sold after advertising and receiving competitive bids as provided in the Township bid requirements and after approval of the sale by the Township Board. Funds received from the selling of property shall be returned to the general fund, unless otherwise determined by the Township Board. The Township Manager may also dispose of township property by trade-in, transfer or sale by intergovernmental agreement or by salvage value.

26. Petty Cash

- A. *Purpose:* The petty cash fund is designed to provide for the immediate purchase of emergency materials, supplies or services. The petty cash fund is designed to provide better service by shortening reaction time when dealing with small unforeseen purchases

of necessities. It is not a substitute for good planning or intended to short cut the central purchasing system.

- B. *Guidelines:* Department Heads may draw up to \$50 for petty cash expenditures.
- C. *Procedure:* Individual employees must receive the approval of their Department Head. In the absence of their Department Head, the Manager will authorize a petty cash purchase prior to making that purchase. Department Heads do not need permission to make petty cash purchases; however, they may be held accountable to the Manager for their purchases.
 - a. After the purchase has been made, the employee or Department Head must fill out a petty cash slip. This slip must contain the following information:
 - Date of purchase
 - Name of purchaser
 - Amount of purchase
 - Item purchased
 - Account to be charged
 - Authorized signature
 - Sales slip attached
 - b. Petty cash slips shall be turned in to the Township Treasurer's Office for reimbursement. Petty cash slips shall be redeemed daily.
 - c. Individuals making improper purchases with petty cash may be held liable for their improper purchases.

See Insert A or DeWitt Chart Township Personnel Policies and Procedures Manual for meal expense reimbursements requirements.

27. Conflicts of Interest

Public contracts with public servants (elected or appointed officials or township employees) shall be governed by state law and the DeWitt Charter Township Personnel Policies and Procedures Manual (Chapter 2 Section 2: Conflicts of Interest). Recognizing that township purchases involve the use of public funds, the following standards shall apply to all purchases made by the Township:

1. All vendors, current and prospective, shall be treated equitably. Purchasing decisions shall be based upon price, quality, delivery, references, written standards, experience, previous service, recommendations by consultants and other relevant factors promoting the best interest of the Township.
2. Public servants (elected or appointed officials or township employees) shall be prohibited from furnishing to any prospective bidder information that would give any vendor any unfair advantage over other prospective vendors.
3. Purchasing records shall be retained for public review in accordance with state law.

4. The standards of conduct and behavior in purchasing policies and procedures shall also be regulated by the township's ethics policy, personnel and policy manual and state law.
5. Public servants (elected or appointed officials or township employees) shall be prohibited from doing business with the Township while serving as a public servant, unless approved by the Township Board in accordance with state law and the DeWitt Charter Township Personnel Policies and Procedures Manual.

28. Penalty for Failure to Comply

Any officer or employee of DeWitt Charter Township who violates the provisions of this policy shall be subject to disciplinary actions provided for by Township policies and applicable laws, up to and including dismissal or discharge, as well as civil and/or criminal action.

Insert A

VIII. EXPENSE REIMBURSEMENTS

Section 2. Meal Reimbursement

The Township will reimburse your reasonable expenses for breakfast, lunch and dinner when traveling on Township business. The purchase of alcoholic beverages will not be reimbursed, and if you use a Township credit card, alcoholic beverages may not be charged to such card. Reimbursement of gratuities shall be granted, but in no case shall exceed twenty percent (20%) of a valid charge. You must obtain original itemized restaurant receipts for meals and document expenses for reimbursement. All meal reimbursement requests must be approved by the Township Manager or his/her designee and shall not be processed through petty cash.

For official travel or Township business outside the boundaries of the tri-county (Clinton, Eaton, Ingham) area during entire mealtime hours, you are eligible for a meal allowance, based on when you were required to leave and return as noted below.

Breakfast: Travel/Township business commences at least one hour prior to scheduled start time and extends one-half hour beyond scheduled start time.

Lunch: Travel/Township business commences prior to 11:30 a.m. and extends beyond 1:30 p.m.

Dinner: Travel/Township business commences at least one-half hour before end of scheduled shift and extends two hours beyond scheduled end time.

Meal reimbursement shall follow the U.S. General Services Administration Meals and Incidental Expenses guidelines.

Employees and/or elected officials on official Township travel to conferences or conventions shall be reimbursed up to the maximum allowable rate from the time of departure to return, excluding the cost of meals furnished at the conference or convention.

Any meals included with conference registrations shall not be submitted for reimbursement.

*DeWitt Charter Township Purchasing Procedure Policy Manual will follow the most current DeWitt Charter Township Personnel Policies and Procedures Manual.

Insert B

Insert C



QUALIFICATION EVALUATION

DeWitt Charter Township

1401 W. Herbison Road

DeWitt, MI 48820

Business Phone: 517-668-0270

I. Project Information

PROJECT NAME	CONTACT PERSON(S)
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II. Vendor Information

NAME		CONTACT NAME	
ADDRESS (Street Number and Name)	CITY	STATE	ZIP CODE
PHONE	EMAIL		

III. Bid Summary Evaluation

HIGHEST NUMBER = MOST VALUE

RATING COLUMN: 1 - 5

WEIGHT COLUMN: 1 - 3

		Rating	X	Weight	=	TOTAL
1	Firm's history and resource capability to perform services	(1-5) ___	X		=	_____
2	Evaluation of assigned personnel	(1-5) ___	X		=	_____
3	Related experience in design services, construction coordination, evaluation	(1-5) ___	X		=	_____
4	Budget, cost controls experience and results	(1-5) ___	X		=	_____
5	Familiarity with local area; geography and facilities	(1-5) ___	X		=	_____
6	Ability to relate to project requirements	(1-5) ___	X		=	_____

SUMMARY TOTAL : _____