What will this session cover?

- Purchasing Requirement.
- What’s out there to assist with purchasing?
- Learn the tools and available cooperative programs.
- Association of Educational Purchasing Agencies (AEPA).
- What is “Oakland Schools Cooperative Contracts Network”?
- Purchasing Card.
Purchasing Requirement

- **State Bid Threshold**
  - Notice available late September or early October
  - Found at [www.michigan.gov/mde](http://www.michigan.gov/mde)

### Purchasing Requirement

- **380.1274 – The Revised School Code**
  - A school district or public school academy shall not purchase an item or a group of items in a single transaction at bid threshold or more unless competitive bids are obtained for those items and the purchase of those items is approved by the school board or board of directors. The maximum amount specified in this subsection shall be adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the 12 months ending August 31 of the year in which the adjustment is made differs from that index's average for the 12 months ending on August 31 of the immediately preceding year, and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar.
Purchasing Requirement

- 380.623a – The Revised School Code
  - An intermediate school district shall not purchase an item or a group of items purchased in a single transaction at bid threshold or more unless competitive bids are obtained for those items and the purchase of those items is approved by the intermediate school board. The maximum amount specified in this section shall be adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the 12 months ending August 31 of the year in which the adjustment is made differs from that index’s average for the 12 months ending on August 31 of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar.

Purchasing Requirement

- Requirements for Construction
  - 380.1267 – The Revised School Code
    - Before commencing construction of a new school building, or addition to or repair or renovation of an existing school building, except repair in emergency situations, the board of a school district or intermediate school district or board of directors of a public school academy, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building.

  - Notarized Familial Statement
  - Advertisement
  - Bid Bond
Sample Advertisement

Purchasing Requirement

- 388.851, 388.855a – The Revised School Code
  - The law requires an Architect or Engineer to be involved when the "fair market value" of the work exceeds $15,000 in value.
    - New construction would usually require an Architect or Engineer
    - An existing building that cannot be considered an existing continuous use school is considered new.
    - An Architect or Engineer is NOT required by law only in the case of an existing, continuous use school where renovations will be under $15,000 in fair market value.
  - It is strongly suggested that you retain the services of a professional Architect or Engineer early in the planning process whether considering new construction, or using an existing building.
Purchasing Requirement

Know Your Board Policies and Rules

Time Involved with Bidding and Quotes

- Average time to do a procurement is 10-12 weeks
  - This is from time of identifying the need to:
    - Writing the specification
    - Releasing the bids
    - Analyzing the bids
    - Preparing the recommendation
    - Obtaining board approval
    - Awarding the contract
- Construction can easily add 8-10 weeks for specification and drawings
Learn About Tools Available To You

- Cooperative Purchasing Programs
- Association of Educational Purchasing Agencies
- Cooperative Contracts Network
- MSBO Purchasing Pages
- Purchasing Cards

Cooperative Purchasing

- Cooperative Programs
  - Association of Educational Purchasing Agencies (AEPA)
  - E&I Cooperative Services
  - MiDeal Extended Purchasing Program
  - Sourcewell (formerly NJPA)
  - Oakland County Government
  - Oakland County School Purchasing Officials (OCSPO)
  - Omnia Partners (formerly National IPA & U.S Communities)
  - REMC Association of Michigan
Cooperative Purchasing

- AEPA holds current contracts within these purchasing categories
  - Athletic Lighting, Surfaces & Scoreboards/Signage
  - Athletic Equipment & Supplies
  - Career & Technical Education
  - Custodial Equipment & Supplies
  - Digital Copiers
  - Digital Resources
  - Furniture
  - LED Lighting
  - Maintenance, Repair & Operations (MOR)
  - Office Supplies
  - Playground & Recreational Equipment *New*
  - Roofing
  - School & Instructional Supplies
  - Telescopic Bleachers & Stadium *New*
  - Technology Catalog

To learn more about Association of Educational Purchasing Agencies (AEPA) and view contracts please visit their website at [www.aepacoop.org](http://www.aepacoop.org)

AEPA contracts can also be found at [www.cooperativecontracts.com](http://www.cooperativecontracts.com)
Tools For Purchasing

- **Tool for Cooperative Programs**
  - Oakland Schools Cooperative Contracts Network (OSCCN)
    - [www.cooperativecontracts.com](http://www.cooperativecontracts.com)

  ![Image of OSCCN website]

Who can use OSCCN?
- The Oakland Schools Cooperative Contracts Network (OSCCN) website is FREE to public schools, private schools, charter schools, public school academies, colleges, universities, post secondary institutions, city, township, village government, county government, state government and non-profit organizations in the state of Michigan.

What’s the benefit to use OSCCN?
- This service is FREE
- All contracts are competitively bid
- Access 500+ contracts immediately from several purchasing programs/associations
- SAVE TIME searching on multiple websites for suitable contracts
- SAVE MONEY; 18-30% off retail prices
Tools For Purchasing

- How to find or “Browse Contracts”
  - AEPA Contracts
  - Contracts by Product Category
  - Contracts by Cooperative Program
  - Contracts by Vendor
Example of two quotes and how a cooperative contract saved a total of $34.38!

<table>
<thead>
<tr>
<th>Two (2) chairs total cost = $952.38</th>
<th>AEPA Two (2) chairs total cost = $918.00</th>
</tr>
</thead>
</table>

Company Contact Information
- Contact Person: Gary Burger
- Contact Email: gburger@frdster.com
- Phone: 506-694-5766
- Company Website: CXT

Contract Information
- Contract: [https://www.getSourcewell-mi.gov/cooperative-purchasing/000117-cd](https://www.getSourcewell-mi.gov/cooperative-purchasing/000117-cd)
- Cooperative Program: Sourcewell
- Category: Athletic Facilities
- Sub Category: Concrete Buildings
- Company Type: Company
- Contract No: 000117-CXT
- Contract Expired Date: 4/14/2021

CXT Inc.

About the Company
CXT Concrete Buildings manufactures restroom, shower and concession buildings available in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand snow, wind and group 1 seismic design category F earthquakes. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandals. The buildings are pre-fabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in pre-fabricated concrete restrooms.
Tools For Purchasing

- Resources
  - OSCCN offers purchasing resources at your fingertips with benefits that are measurable, cost-effective and continuously exceed expectations.

- Piggy Back Contracts
  - What is a Piggy Back Contract?
    - Piggyback Contracts are those where only one entity solicits bids for products or services.
    - The bid document must include language to extend the awarded contracts to other entities.

- Cooperative Purchasing Contract
  - What is a Cooperative Contract?
    - Cooperative Contracts are those where multiple entities come together to aggregate their needs to solicit bids for products or services.
    - Language is included to extend the awarded contracts to other entities.
Tools For Purchasing

- **Resource Tool**
  - Michigan School Business Officials (MSBO) School Purchasing Pages
    - [http://msboonline.msbo.org/spp](http://msboonline.msbo.org/spp)

Purchasing Program (Pcard)

Saves time!
Follow district policy!
Watch for service charge!
Questions?

Thank you!

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