



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 75-01	DATE: 4/25/75
REVISIONS:	
ISSUED BY: City Manager	SIGNED: <i>W. M. F. - W. M. F.</i>

SUBJECT: PURCHASING WITH THE STATE OF MICHIGAN

PURPOSE: To permit the City of Grand Rapids to contract with the State of Michigan for purchase of certain materials or services.

POLICY:

1. The Purchasing Agent is hereby authorized to participate with the State of Michigan in regard to purchase of certain materials and services whenever it can be established with some degree of accuracy that the City can obtain an advantage in price by allowing the State of Michigan to take such bids and include the City of Grand Rapids.
2. The City shall pay to the State a service fee computed upon a uniform basis to reimburse the State for only its cost in maintaining a Cooperative Purchasing Program. Said fee will be reviewed periodically and adjusted, if necessary.
3. It is understood that this is a voluntary program and the City will determine the extent of its participation. The City will determine the extent of its participation. The City may select the purchase categories in which it desires to join with the State but is not bound to join in any; however, if the City indicates that it will seek a joint purchase with the State, then it shall be bound by such bidding results to make such purchase in those quantities as it has committed to the State of Michigan for joint purchase.
4. It shall be necessary for the Purchasing Agent to notify the City Manager of those items for which he seeks State bidding. The City Commission shall also be informed of such bid requests, and the approval of the Fiscal Committee shall be obtained prior to commitment of any requisition to the State for cooperative bidding on specific purchases for materials or services.
5. This Policy Statement is issued pursuant to City Commission action of March 25, 1975 under File Number 27905.