



HIGHLAND TOWNSHIP DOWNTOWN
DEVELOPMENT AUTHORITY
PURCHASING POLICY
ADOPTED January 14, 2026

I. General Provisions

Under the provision of this policy, the Executive Director is designated as the Purchasing Agent. In the Director's absence, the Board Chairperson and the HDDA Treasurer are authorized to act as Purchasing Agent.

II. Purchase Requirements

All purchases, and services shall be budgeted and have funds available prior to approval. Purchases must have an invoice, receipt, purchase order, contract, or agreement prior to approval. The Executive Director is encouraged to do whatever is practical to secure competitive pricing from multiple sources.

III. Purchasing Authority Limits

For purchases **under \$500** the Executive Director is encouraged to do whatever is practical to secure competitive pricing from multiple sources prior to making a purchase.

For purchases between **\$501 and \$5000** Award of purchase requires the additional approval of the HDDA Board Chairperson. The Executive Director shall obtain bids from at least three sources. These are not required to be formal bids, and the Director can use the internet to search for quotes. This documentation shall be attached to the invoice and kept on file.

For purchases between **\$5001 and \$10,000** Award of purchase requires the approval of the HDDA Board. The Executive Director shall obtain bids from at least three sources. These are not required to be formal bids, and the Director can use the internet to search for quotes. This documentation shall be attached to the invoice and kept on file.

For purchases of **\$10,001 and OVER** the formal sealed bid process shall be used. Award will be given to the **lowest, responsive, responsible bidder** (the lowest bid may not always be the best bid) that possesses the potential to perform successfully under the terms and conditions of the proposed purchase. Vendor integrity, past performance, financial ability to perform, and references may be used in determining vendor ability. An invitation to bid must be publicly advertised on the HDDA's website, appropriate bid solicitation website such as MITN (Michigan Intergovernmental Trade Network), and/or in the legal paper of record at least fourteen (14) days prior to the date set for opening. Bid specifications require the approval of the HDDA Board. All formal bids must be received sealed and in writing by the posted deadline and shall be opened before the public at a date, time, and place designated in the bid request. The HDDA Executive Director, Chairperson, or Vice-Chairperson or their designee shall open all bids. If at least three bids are not received, the HDDA may require a re-bid. Award of purchase requires the approval of the HDDA Board.

Bids shall be evaluated based on the requirements set forth in the invitation to bid. The HDDA Board shall have the right to reject any or all bids and may, by majority vote, waive irregularities in bidding.

The HDDA Board may waive the requirement to obtain sealed bids upon majority vote and determination that no advantage would result to the HDDA from competitive bidding.

Correction of errors in bids may be made by the bidder before bid opening. After bid opening, no change in bid prices or other provisions shall be permitted. Bids may be withdrawn prior to bid opening. After bid opening, vendors must honor their proposal for a period of one hundred and twenty days (120) days. Any decisions to permit corrections or withdrawals shall be documented in writing by the Executive Director. Late bids will not be accepted.

IV. Professional Service Contracts

Either the Request for Proposal (RFP) or Request for Qualifications (RFQ) process may be used to solicit proposals from qualified vendors. The RFP/RFQ will follow the Purchasing Authority Limits as indicated. All proposals shall be analyzed, based on the **“best overall value”** to the HDDA, and documented including staff and/or Board recommendations.

V. Emergency Purchases

Emergency purchases can be authorized only when life, property or equipment are endangered through unexpected circumstances, or when normal operation of the HDDA would be severely hampered by a long delay. Normal purchasing procedures need not be followed in these emergency situations.

VI. Receiving Goods

At the time of delivery, items will be matched with invoices and compared to order placed as to quantity, description and price. The Purchasing Agent reserves the right to return materials or supplies if quality, description or price is not as ordered. The invoice if acceptable shall be initialed and forwarded to Bookkeeping for payment within seven days of purchase.

VII. Exemptions

Purchases of material, supplies or services exempt from the provisions of this policy include:

1. Utilities
2. Postage
3. Publications
4. Contract obligations to another governmental unit
5. Specialized goods or services available from only one source
6. Land contracts
7. Dues or tuition
8. Any item previously awarded in the past twelve (12) months.

9. Other contractual obligations or renewals thereof, provided services under the contract are at least equal to those specified in prior contract, and that costs increase by no more than 5% per year.
10. Professional Services from firms that have been previously vetted and approved by the HDDA Board.

Exceptions to the policy will be determined on a case-by-case basis by the HDDA Board.

VIII. Ethics in Purchasing and Contracting

It shall be unethical for any HDDA staff or Board member involved in making procurement decisions to have personal investments in any business entity that will create a substantial conflict between their private interests and public duties.

It shall be unethical for any person to offer, give, or agree to give and HDDA employee or Board member, or for any HDDA employee or Board member to solicit, demand, accept, or agree to accept from any vendor or business, a gift or gratuity in any amount in connection with any decision, approval, or recommendation concerning a solicitation.

IX. Authority

These policies are adopted by the HDDA Board in accordance with the State of Michigan's Recodified Tax Increment Financing Act 57 Of 2018 as it relates to their management of DDA affairs and expenditures.

The Highland Township DDA Purchasing Policy was adopted by the Highland Township Downtown Development Board at a regular meeting of that Board on Wednesday, January 14, 2026.

A. Roscoe Smith, HDDA Chairperson

Melissa K. Dashevich, HDDA Executive Director