

HENRY FORD COLLEGE
PURCHASING DEPARTMENT

MEMORANDUM

TO: John Satkowski, Jayne Sakelaris, Dan Murray, Kathy Hartling – P12

FROM: Fred Steiner, Purchasing Director

RE: Bidding Limits, Fiscal Year 2024

DATE: October 30, 2023

In accordance with Board policy and State law, the thresholds for competitive bids and contract awards adjust every year by the percentage change in the average consumer price index (CPI) as calculated by the Michigan Department of Education (MDE). MDE reported that the CPI measured from August 31, 2022 to August 31, 2023 increased by 5.43%; therefore, the Board approval limit increases by \$1,524 to \$29,572. Effective immediately, the dollar thresholds for all categories of competitive bidding increase as follows:

2023/2024 BIDDING THRESHOLDS

Dollar Amount	Process
\$0 - \$10,000	Purchasing Agent's Discretion (Policy 2450/Guideline 6320)
\$10,001 - \$29,572	Competitive Quotes (Policy 2450/Guideline 6320)
\$29,573 +	Sealed Bids (Policy 2450/Guideline 6320)
\$29,573 +	Board Approval - Blanket Orders (Policy 2450/Guideline 6320A)
\$29,573 +	Board Approval - Procurement of supplies, materials, and equipment (Policy 2450/Guideline 6320)
\$29,573 +	Bid threshold - Building construction, addition, renovation, or repair (Policy 2450/Guideline 6320)
Below \$30,000	Board Approval without sealed bids - Creative professional services for advertising and promotion (Policy 2950)
\$466,777 + fee or \$6.5 million in construction	Bid threshold - Architectural/Engineering Services (Policy 2110)