



# Purchasing Policy

Effective November 1, 2007

## Table of Contents

Bidding Guidelines .....	5
Blanket Order.....	7
Cancellation/Closing of Purchase Orders.....	7
Change Order .....	8
Computer Purchases .....	8
Conflict of Interest .....	8
Departmental Purchasing Responsibility .....	9
Educational & Institutional Cooperative Service, Inc. ....	9
Emergency Purchase Order .....	9
Energy Star <sup>R</sup> Procurement .....	10
Gratuities and Kick-backs .....	10
Hazardous and Radioactive Materials .....	10
Invoicing of Purchased Goods and Services .....	10
Local Business Support .....	11
Material Safety Data Sheets .....	11
Office Supplies .....	11
Printing Services .....	11
Procuring Federal Surplus Property .....	11
Purchase Requisition .....	12
Purchase Order .....	12
Purchasing Card .....	12
Receiving and Returning Merchandise .....	13

Risk Management (Certificates of Insurance from Suppliers) .....	13
Sole Source Justification .....	13
Supplier Relationships and Selection .....	14
Supplier Catalogs .....	14
Surplus – Disposal of College Property .....	14
Sustainability Initiatives in Procurement .....	15
Tax Exemption Certificates .....	15
Unauthorized Purchases .....	15
Vehicle Procurement .....	15
Request for Competitive Bid Waiver.....	Exhibit A
Documentation of Verbal Quote Form.....	Exhibit B
Purchase Order Adjustment Request Form.....	Exhibit C
Vendor Qualification Form.....	Exhibit D

## **Purpose**

The purpose of this statement is to outline Berea College policies relating to the purchase of goods and services. This policy is to be followed by all College departments and personnel involved in the procurement of goods and services with Berea College funds.

## **Objectives**

It is the function of the Purchasing Department to ensure that purchasing decisions are made which best serve the College, and to ensure that quality goods and services are procured efficiently and in a timely manner, at the most competitive costs and to the satisfaction of campus departments. The Purchasing Department will function to ensure the procurement activity is carried out in a professional and ethical manner.

## **Purchasing Ethics**

Berea College endorses the following Code of Ethics of the National Association of Educational Procurement:

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities from vendors.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.

## **Bidding Guidelines**

Good business practice and the responsibility for good stewardship of College funds dictate that the College follows a policy of competitive bidding. The College will generally receive greater discounts and better service through competitive bidding. Bids can be requested from vendors whether or not the vendor is on the approved vendor list of the College. If the vendor is currently not on the approved vendor list, the vendor may be asked to complete the Berea College Vendor Qualification Form – Exhibit A and the form must be approved by the Purchasing Manager before a purchase order can be issued to the vendor. The approved vendor list is on the Business and Finance electronic bulletin board.

Use of pre-negotiated Educational & Institutional Cooperative Service (E&I) contracts, when possible, waives the bidding requirement. The Purchasing Department will utilize these price agreements when they are determined to be in the best interest of the College. For more information on E&I, please see page 9 of this Policy.

Other examples where competitive bidding is not required include sole source items, emergency situations approved by the Purchasing Manager, travel, and the purchase of contractual services from licensed professionals such as architects, engineers, or lawyers.

Purchase requisitions presented without documentation of proper competitive bidding or an approved “Competitive Bid Waiver” form will be returned to the requesting party.

The two types of competitive bidding used at Berea College are formal and informal. Formal competitive bidding means that a sealed bidding process will be used. Informal means that phone, email or faxed quotes may be obtained. The sealed bid process is the proven best method to obtain the optimum price and/or service in the open marketplace. Bidders will be clearly notified of which type of bid is being solicited.

Competitive bidding is required as follows and the Purchasing Department reserves the right to get additional bids. Purchases are not to be segmented in order to circumvent bidding thresholds.

For purchases:

Less than \$1,000 - use Purchasing card. Use Check Request if purchasing services provided by individuals or sole proprietors since these payments must be reported to the Internal Revenue Service. (See **Purchasing Card Policy** for further information)

\$1,000 - \$4,999 – minimum of two verbal or written quotes (“Documentation of Verbal Quote” form, Exhibit B must be completed)

\$5,000 - \$9,999 – minimum of three written quotes

\$10,000 or more – A formal Request for Proposal (RFP) or Request for Quotation (RFQ) is to be solicited by the Purchasing Department, with the

requestor providing adequate specifications and scope of work. Sealed and dated bids are to be returned to the Purchasing Department. Any bid or quotation in this category that is delivered or mailed direct to the requesting department without Purchasing Manager approval may be disqualified.

The Purchasing Manager will review the documentation to ensure compliance with the Purchasing Policy and may request additional information if there are any questions about why a particular vendor was chosen. The function of the Purchasing Manager is not to solely determine which vendors to use, but instead, work with requisitioners to engage the best overall vendors for the College.

NOTE: All verbal quote documentation or written quotes must be submitted to the purchasing manager before a requisition is converted to a purchase order.

All bids of \$5,000 or more must be:

- 1) Complete and submitted on company letterhead
- 2) Signed by the company representative, with title
- 3) Dated
- 4) Submitted prior to the bid deadline

Adequate time for obtaining quotations should be given, generally 10-14 working days. The requisitioning department is responsible for defining the requirements regarding quantity, delivery dates, technical specifications, or scope of work. Specifications should not be unduly restrictive and should assist in the competitive process by being fair and equitable and not prejudicial for or against a specific supplier. Bidders are to quote items exactly as specified. Alternatives should be clearly noted and bid as separate items. In the event that a lower cost item is bid other than the one specified, it is the responsibility of the bidder to prove that the alternate bid meets all the specifications originally set forth in the bid document.

A supplier qualification evaluation, pre-bid conference, or mandatory site inspection may be conducted if it is determined that the complexity or risks associated with the purchase warrants these steps.

Employees/departments from Berea College shall not directly communicate with bidders when Purchasing has issued a request for proposal or quote. A challenge or bid protest to the College bid process can occur when requesters interact with suppliers during the competitive bid process. If communication to bidders is advisable or needed during the bid process, it will be handled through the Purchasing department.

Supplier responses to request for bid/quotation at or above \$10,000 are to be returned directly to the Purchasing Department. All other quotations may be sent to the requestor who will send copies to the Purchasing Manager. This policy serves to protect confidential pricing information provided by the supplier, and to assure bid awards are consistent with established guidelines.

Any bid received after the specified date will not be considered. Awarding of bids over \$10,000 will be a joint decision between the requisitioning department and the Purchasing Manager.

It is the responsibility of the requesting department to determine all requirements for installation of new equipment. When there are special needs for utilities, floor-loading capacity, building accessibility, etc., the department should work closely with Facilities Management to work out the details prior to submitting the requisition.

Please note the following key points when working through the bid process:

- All vendors must be provided with the same information and deadlines to avoid advantages for any vendor. Vendors who have concerns with the bid process are to contact the Purchasing Manager. Vendors who have concerns regarding a bid award should contact the Controller.
- No information on the bids submitted may be disclosed to other competing vendors except for the name of the company.
- Do not give a vendor any information about the bid ceilings, available budgets, etc.
- Do not allow any vendor to resubmit a bid. Resubmission bid requests must include all vendors.

**Exceptions to the above guidelines must be approved by the Purchasing Manager.**

### **Blanket Order**

Blanket orders are issued with an amount not to be exceeded during the contract period and automatically close on a predetermined termination date, typically one year from date of issue. Blanket orders do not encumber funds at the time of order entry, but at the point of invoice approval. The Purchasing Manager will issue a blanket order: 1) to facilitate the repeated purchase of frequently used, low value supply items, routine services such as vehicle maintenance, or 2) for items that will be expensed over time as goods or services are received and invoiced.

### **Cancellation/Closing of Purchase Orders**

The person responsible for the original purchase requisition is required to notify the Purchasing Manager immediately when a purchase order is to be cancelled. They are also expected to notify the vendor immediately so any impending shipments can be stopped. The Purchasing Manager will cancel the purchase order in Banner, thereby releasing encumbered funds, and send a cancellation notice to the supplier.

All purchase orders that remain open at the end of the fiscal year must be either closed or rolled into the new year. The Purchasing Manager will work with the requesting department to determine the status of open purchase orders. The Purchasing Manager will review all open purchase orders at least semi-annually and will close inactive purchase orders.

## **Change Order**

In cases where changes in specification, quantity or cost to an existing purchase order warrant an adjustment, a request is to be made to the Purchasing Department for a revised purchase order. Requests for purchase order adjustments must document the reason for the change, the specifics of the change and the referenced Purchase Order number. See Exhibit B, Purchase Order Adjustment Request form. Requests must be signed by the person responsible for the account to be charged and approved by the Purchasing Manager, Controller or Vice President for Finance. The change should not be implemented prior to the issuance of a revised Purchase Order.

Requests to make changes in major building renovation projects that are a part of the construction contract must be approved by the architect and the Vice President for Business and Administration. Change orders relating to owner's costs must be approved by the Vice President for Business and Administration.

## **Computer Purchases**

Requisitions for computer hardware and software must be approved by the Department of Information Systems and Services. The Director of Information Systems and Services, in coordination with the Purchasing Manager, will manage all Campus requests for computer hardware and software. Technological compatibility will be a consideration in the frequency of competitively bidding most computer purchases. Thus, competitive bidding will be done at the end of multi-year contracts, not with each purchase.

## **Conflict of Interest**

Employees of Berea College will avoid situations in which a conflict of interest may occur. Conflict of interest may occur while conducting College business with suppliers in which College employees own or control a financial interest or in which College employees' family members or relatives are employed. Additionally, any Berea College employee who has outside employment with a company who seeks to do business with Berea College must disclose said employment on the Conflict of Interest form. Due consideration is to be observed when doing business with such companies, so that facts are evident to support fair and ethical purchasing practices are being followed. College employees found to be in violation of the Employee Conflict of Interest policy are subject to disciplinary action, up to and including dismissal. See the **Employee Conflict of Interest Policy** for more complete details.

## **Departmental Purchasing Responsibility**

Departments are responsible to:

- Ensure that purchases are reasonable, appropriate and necessary in order to achieve the expected goals or outcomes of the particular program, project or task
- Ensure that the account(s) charged have sufficient funds available to cover the requisition during the budget period or project period



- Support Purchasing in limiting, to the maximum extent possible, Sole and Single source supplier procurements
- Involve Purchasing as early as possible in the developmental stage of complex, or large dollar procurement of goods or services
- Provide complete detailed description/specifications that clearly establish the technical requirements and/or expectations of the purchase

### **Educational & Institutional Cooperative Service, Inc**

Berea College is a member of the Educational & Institutional Cooperative Service, Inc., a not-for-profit buying cooperative established by members of the National Association of Educational Procurement (NAEP) to provide goods and services to members at the best possible value. The Cooperative is owned by its membership of more than 1500 tax-exempt colleges, universities, prep schools, hospitals, medical research institutions and hospital purchasing organizations located throughout the United States and Canada. E&I Cooperative Purchasing, in collaboration with the purchasing community and NAEP, strives to be the primary conduit for inter-collegiate group purchasing activities by aggregating knowledge, spend and technology to lower costs for its Member Institutions and Business Partners by providing high quality, cost-effective and timely solutions through a diverse portfolio of competitive contracts and value-added services. To view a list of the competitively bid contracts refer to [www.eandi.org](http://www.eandi.org).

### **Emergency Purchase Order**

An Emergency Purchase Order is defined as the need for supplies and/or services to the extent that if not procured immediately, serious safety, financial, or operational loss will occur. Emergencies can be caused by breakdown of essential equipment, damage caused by weather, sudden illness, etc. To initiate an emergency purchase, requisitioners must obtain approval from the appropriate Vice President, Controller or Purchasing Manager stating the nature of the emergency, vendor's name, and the approximate price. A confirming requisition must be received in the Purchasing Department no later than one business day after the emergency event. The confirming requisition must indicate that it is "Confirming" and reference the Emergency Purchase Order number if available.

Emergency Purchase Orders should be used only when absolutely necessary as they preclude opportunities to obtain competitive pricing and often force the College to pay premium shipping charges, both of which are poor business practices and do not allow the College to obtain maximum value per dollar.

In the event an emergency order is required after business hours, the department handling the emergency is to work with the supplier(s) to secure products and/or services needed to ensure continuous operation of the College and follow-up with Purchasing as soon as possible on the next business day.

In no circumstances, except valid emergencies, should a vendor begin work on campus without a purchase order and documentation of insurance.

### **Energy Star<sup>R</sup> Procurement**

The selection of all products procured for Berea College must carefully consider the anticipated energy use and available energy saving devices. Further, all products, appliances, and equipment purchased by Berea College shall be Energy Star qualified wherever practical and/or possible. Energy Star is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping to protect the environment through energy efficient products and practices.

### **Gratuities and Kick-backs**

The College strictly adheres to the policy of prohibiting the acceptance of gratuities, with the exception of small (de minimis) value items such as candy, cups, hats, pens, occasional meal, etc. Items of greater value are known as “kickbacks”. If any vendor offers an employee of Berea College a kickback in the form of cash, or benefits (e.g., items or trips) of more than de minimis value, it is the responsibility of the employee to decline the offer and to notify their supervisor, the Purchasing Manager and the appropriate Vice President. The identified vendor will be removed from the approved vendor list of Berea College. Any College employee found to be guilty of violating this policy is subject to disciplinary action up to and including dismissal.

### **Hazardous and Radioactive Materials**

Environmental Health and Safety is responsible for receipt and oversight of radioactive and hazardous materials orders.

### **Invoicing of Purchased Goods**

To facilitate a three-way match with 1) purchase order, 2) receiving and 3) invoice, the receiving process must be completed in Banner for all purchase order items before a check will cut. The requesting department is responsible for verifying receipt of goods and services, and completing the receiving process in Banner.

Requests for payment to vendors that are 1) in excess of \$1000 and 2) not accompanied by a Purchase Order number, may be considered non-binding and be denied.

### **Local Business Support**

Berea College desires to support Berea businesses whenever possible by purchasing locally if feasible and in compliance with this Policy. Whenever satisfactory goods and services are available locally, Berea businesses will be invited to provide quotations to supply these needs.

### **Material Safety Data Sheets**

Vendors are to supply Material Safety Data Sheets (MSDS) for all chemicals purchased by any campus department to the Environmental Health and Safety Director. Copies are also to be

maintained at the site of the specific department using or storing the chemical. It is the responsibility of the requesting department to ensure that MSDS sheets are on file as required.

### **Office Supplies**

Berea College has a competitively bid contract with the Office Max Business Solutions Division for the purchase of office supplies. This contract affords substantial discounts based upon volume purchases due to Berea College's participation in a national consortium. Departments are to place orders for office supplies on the Office Max Solutions website [www.officemaxsolutions.com](http://www.officemaxsolutions.com) (see the Purchasing Manager for login information and instructions), or with the College Bookstore. Any exceptions to this policy must be approved by the Purchasing Office. This policy will be updated as changes occur to this contract.

### **Printing Services**

All campus requisitions for printed materials and production services, to include design, layout, proofing, editing, etc. are to be directed to Printing Services. The Director of Printing Services will determine the best method (in-house or outsource) of fulfilling the request, and coordinate with the Purchasing Manager to process a Purchase Order if appropriate. Departments that require unique printing needs outside the capabilities of the campus Printing Services department are authorized to secure them through off-campus vendors, with adherence to established bidding guidelines outlined in this Purchasing Policy. When soliciting bids for printing jobs, Berea College Printing Services must be included as a source of supply.

### **Procuring Federal Surplus Property**

The Kentucky Division of Surplus Properties allows Berea College to purchase federal surplus property for institutional use only. Individuals may secure the Surplus Property Authorization card from the Accounts Payable Supervisor before making the trip to the warehouse in Frankfort. Submit documentation along with a Check Request to Accounts Payable for payment. Purchasing from the Division of Surplus Properties is a valuable privilege which can be revoked if items are purchased for other than institutional use. Only items for actual use by Berea College departments may be acquired and no property may be obtained for personal use.

### **Purchase Requisitions**

Purchase requisitions can be prepared and transmitted electronically through the SunGard SCT Banner Finance System or submitted on a written requisition form available from the Purchasing Department. Requisitioners are to suggest sources of supply, when known, and the Purchasing Department will assist in finding sources if needed. The Purchasing Department has a supply of supplier catalogs and information files available to all departments. It is the responsibility of the requisitioner to: 1) provide detailed specifications of goods and services to be purchased, particularly for unusual or non-standard items, 2) state the purchase price, if known, or approximate price, and 3) assure that the funds are available in the designated account before a request for purchase is made.

To the extent such information is known, Berea College staff shall identify in the purchase requisition products available with recycled content and vendors from whom such products are available. The Purchasing Manager has the authority to specify a minimum recycled-content standard in bid solicitations.

### **Purchase Order**

The Purchase Order is the standard instrument used to procure goods and services and must be signed by the Purchasing Manager, Controller or Vice President for Finance. Purchase Orders are created in the Purchasing Department following submission of a purchase requisition, and faxed or mailed to the supplier.

In no circumstances, except valid emergencies, as defined in the Emergency Purchase Order section of this Policy, should a supplier begin work without a properly executed purchase order, where applicable.

Examples of transactions that do not require a purchase order include honorariums, travel expenses, dues and membership fees, and small dollar purchases under \$1,000. In these cases, end users may make contract with suppliers without prior approval from the Purchasing Department. Payment is to be made by submitting a check request to Accounts Payable or by use of a College purchasing card. See **Purchasing Card Policy**.

### **Purchasing Card**

The Berea College purchasing card is to be used for purchases of goods that are \$1000 or less, and for college-related travel/conference expenses (e.g. airfare, hotel and registration fees), which may exceed \$1,000. The card should not be used for payments for services provided by an individual or sole proprietor. Exceptions may be made in an emergency or if pre-approved by the Controller or Vice President for Finance. See the **Purchasing Card Policy** for all guidelines regarding the use of the purchasing card.

### **Receiving and Returning Merchandise**

It is the responsibility of the department purchasing the goods to verify shipments immediately for correctness, completeness, and physical condition of merchandise. The employee is responsible for promptly unpacking and carefully inspecting all shipments. When returns are necessary, departments should secure authorization and shipping instructions from the supplier before making returns, and inform the Purchasing Department so that the Purchase Order can be revised if needed.

In the case of damage or shortage upon receipt, it is extremely important that all containers, packaging materials, wrappers, etc., be retained for the carrier's inspection. Failure to keep this material may void any chance of obtaining a claim from the shipper. Also, it is imperative that the driver making the delivery indicate on the freight ticket that shortage or damage has occurred, and sign and date the delivery ticket.

Upon receipt of goods or services, and prior to presenting an invoice for payment, the receiving department must process a “Receiving Document” in Banner. See Receiving Instructions in Purchasing Procedures Manual.

### **Risk Management (Certificates of Insurance from Vendors)**

Suppliers who perform services on campus, provide products that may be potentially dangerous, or operate vehicles on campus must provide certification of workers compensation coverage (statutory) and have at least \$1,000,000 of general liability insurance coverage. Some jobs/projects may require more than \$1,000,000 of liability coverage as determined by the Purchasing Manager in consultation with the Controller.

A certificate of insurance listing the College as additional insured must be submitted to the Purchasing Department *prior to* the commencement of any job contract, or the operation of vehicles on campus.

### **Sole Source Justification**

A supplier is considered a Sole Source in cases where only one product can meet the specification described by the requisitioner and only one supplier can provide that product. A Sole Source justification must include sufficient detail to fully defend the position that the substitution of product or supplier is not possible. Reasons of convenience and/or expediency alone are not sufficient reasons to bypass the competitive bidding process. Requests for sole source purchases must be accompanied by a “Request for Competitive Bid Waiver” form (Exhibit A) approved by the Purchasing Manager.

### **Supplier Relationships and Selection**

The Purchasing Department recognizes sales representatives as a source of valuable information and sales representatives who sell quality products and services are welcome in the Purchasing Department as well as appropriate departments on campus.

Prospective suppliers who wish to do business with Berea College must be approved by the Purchasing Manager. All new vendors are required to submit a Form W-9, available at [www.irs.gov](http://www.irs.gov) prior to being placed in the vendor database and are encouraged to become familiar with the Berea College Purchasing Policy, which can be accessed at <http://www.berea.edu/vpf/purchasing/default.asp>. A completed Vendor Qualification Form will be required of new vendors who are considered as possible sources for expenditures (individual or cumulative) in excess of \$10,000. See Exhibit D.

## **Supplier Catalogs**

The Purchasing Department maintains current vendor information and catalogs, to assist all College departments in the procurement process. The Purchasing Department will also provide assistance in obtaining reference material, specifications, pricing, etc. when requested to do so. Campus departments may request this information directly from suppliers, as long as the supplier realizes that a commitment to purchase has not been made.

## **Surplus - Disposal of College Property**

Surplus property is equipment, vehicles, furniture, etc. for which the department no longer has a use. The disposal of College property must be expressly authorized by the Purchasing Department.\* No one individual has the authority to dispose of College property and no items will be sold to individuals for personal use, except by sealed bid or public auction. The Department Head should contact the Purchasing Manager to discuss disposition of property no longer needed and together, with the Controller, they will decide if it is valuable as a trade-in, is to be sold by sealed bid or public advertisement, can be donated to a non-profit entity or should be moved to the surplus property warehouse. Departments are encouraged to make selections from the surplus property for use on campus in lieu of purchasing new items whenever possible. Property which is not otherwise disposed of shall be sold at public auction. All property is College property and not the property of any single department, therefore proceeds obtained from the disposal of surplus property shall be credited to the general fund.

\*For disposal of all College computer and audio visual equipment, contact IS & S. For disposal of items containing hazardous waste, contact Environmental Health and Safety.

## **Sustainability Initiatives in Procurement**

Suppliers will be asked to provide information on their company's green initiatives and environmentally preferable purchasing practices will be incorporated into contracts when feasible. Purchasing decisions will consider recycled content, waste minimization and energy efficiency as integral components of the decision-making process. Basic qualities for consideration include:

- Cost-effectiveness
- Recycled content
- Energy efficiency
- Durability
- Solid waste
- Total life cycle impact (manufacturing process, disposal)

Purchasing policy requires purchase of Energy Star<sup>R</sup> certified products wherever practical and/or possible.

### **Tax Exemption Certificate**

Berea College is exempt from Kentucky state sales tax, and has been issued Exemption Certificate number F00198. The College has also been granted exemption from state sales and use tax in several other states. Printable copies of all available tax exemption certificates are available at <http://www.berea.edu/vpf/purchasing/default.asp>. It is the responsibility of each Berea College employee involved in purchasing activities to provide available sales tax exemption certificates whenever possible, to include tax exemption for hotels, car rentals, etc., when traveling on College business.

### **Unauthorized Purchases**

Individuals shall not enter into purchase contracts, personal service agreements, such as consulting, etc. or in any way obligate Berea College funds (or any funds for which the College serves as fiscal agent, such as federal or state grants), without the prior approval of the President, the appropriate Vice President, Dean or his/her designee. Unauthorized purchases, contracts or other promise to purchase by any individual may be determined to be a personal obligation between that individual and the vendor. The College reserves the right to deny reimbursement to any employee for the cost of unauthorized purchases.

### **Vehicle Procurement**

Contact the Purchasing Manager when there is a need to purchase or lease a vehicle for College business use. Notification must be given to the Business Office so that insurance adjustments can be made. No vehicle purchases or leases are to be made without the advance approval of the appropriate Vice President or Dean, the Vice President for Business and Administration or the Vice President for Finance and the Purchasing Manager. The purchase or lease of vehicles capable of seating more than twelve (12) occupants is prohibited.

### **General Provisions**

Failure to comply with the policies outlined herein constitutes grounds for disciplinary action, up to and including dismissal. Routine audits of required documentation will be performed.

Aurelia Brandenburg, C.P.M.  
Purchasing Manager

**Berea College - Purchasing Department  
Request for Competitive Bid Waiver – Exhibit A**

In accordance with Berea College purchasing policy, this form must be completed for product and service requisitions with a value greater than \$1000 where competition may be restricted. Completing this form does not guarantee that the proposed supplier will be selected. The Purchasing Department may require additional information. It is the responsibility of the requestor to provide all the required information and documentation indicated on the form.

**PARTS I, II and III must be fully completed by the requestor.**

**PART I: Ordering Department/Supplier Information**

Department Name:	Supplier Name:
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**PART II.A: Single/Sole Source Explanation**

Select one or more of the following statements (check the box) to support why the requisition attached and noted above should be a single/sole source purchase. ANY selection requires explanation in the additional space provided.

<b>Sourcing Reason:</b> (Check all that apply; at least one item must be checked)	<ul style="list-style-type: none"><li><input type="checkbox"/> Items sold through manufacturer only; no other comparable unit available.</li><li><input type="checkbox"/> Used or demonstration equipment available at a lower-than-new cost.</li><li><input type="checkbox"/> Must match existing piece of equipment. Available only from the same source of original equipment.</li><li><input type="checkbox"/> Upgrade to existing software. Available only from the producer of this software who sells on a direct basis only.</li><li><input type="checkbox"/> Repair/Maintenance service requires expertise in operations on unit. Necessary parts unavailable from any source except original equipment manufacturer or their designated servicing dealer.</li><li><input type="checkbox"/> Service(s) provided by the supplier are unique and therefore competitive bids are not applicable.</li><li><input type="checkbox"/> Emergency (necessity of keeping vital equipment operative or preventing substantial economic loss or interruption of a vital service.)</li><li><input type="checkbox"/> Other reason.</li></ul>
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**Explain Selected Reason: (Required for all items checked above. Clarify why the supplier is the ONLY supplier that will meet your requirements. If more space is required, attach additional pages.)**



**Purchasing Department**  
Request for Competitive Bid Waiver

**Part II B: Reasonable Price Establishment (Must Be Completed)**

Select one or more of the following statements (check the box) to explain why you feel the accepted price is fair and reasonable.

<div style="border: 1px solid black; padding: 5px;"> <p><b>Fair Price Reason:</b> (Check all that apply; At least one item must be checked.)</p> </div>	<input type="checkbox"/> The price was obtained from a catalog or standard price list for items sold to the general public in substantial quantities. (Catalog or price list must be provided.) <input type="checkbox"/> The quoted prices are lower than prices available to the general public and reflect substantial savings. Must state dollars or percentage here _____. Explain the dollar calculation below. <input type="checkbox"/> The quoted prices compare favorably to market prices, or to previous prices obtained and found to be fair and reasonable, which were paid for the same or familiar items on: (Date) ____ / ____ / _____, (PO#) _____ <input type="checkbox"/> The vendor prices offered are equal to or lower than those offered to other institutions for both like items/services and quantities. (Includes published educational discounts.) <input type="checkbox"/> Other
<p><b>Explain Selected Reason: (Required for all items checked above. Provide/Attach supporting documentation: catalog price page, pricing for similar products or other price comparison, any additional justification information that would support your explanations.)</b></p>          	

**PART III: Certification**

I certify that to the best of my knowledge I have investigated and found that the above reasons and explanations justify this requisition as a single/sole source purchase, and the reasonableness of the price. I am the individual who has gathered and provided this detailed information and any further questions regarding these details can be directed to my attention.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Bid Waiver requests with a total purchase value of \$10,000 or more require authorization from the President, appropriate Vice President, Dean, or their designee:

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PART IV: For Purchasing Office Use Only**

\_\_\_\_ Justification appears appropriate. \_\_\_\_ Justification appears inappropriate. The department representative has been advised of the status of the order. Explanation is attached.

**Purchasing Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Documentation of Verbal Quote – Exhibit B**

Company Name \_\_\_\_\_

Date \_\_\_\_\_

Name of person giving quote \_\_\_\_\_

Scope of work/description of goods \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of quote \_\_\_\_\_

Printed Name of person receiving quote \_\_\_\_\_

Signature of person receiving quote \_\_\_\_\_

Department \_\_\_\_\_

Purchasing Department Approval \_\_\_\_\_

Date

PURCHASE ORDER ADJUSTMENT REQUEST

Exhibit C

DATE \_\_\_\_\_

SUPPLIER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PO NUMBER  
PO ADJUSTMENT NUMBER

Purchase Order is hereby decreased/increased by \_\_\_\_\_ for changes to scope of work as listed below. Changes in scope of work (or in scope of equipment/goods/services being purchased) should be described and specifically related to the original description.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original Purchase Order Amount .....  
Net Change by Previous Purchase Order Adjustments Numbers \_\_\_\_ through \_\_\_\_ .....  
Revised Purchase Order Amount Prior to This Change Was.....  
Purchase Order Adjustment # to Decrease/Increase by .....  
New Revised Purchase Order Amount Including This Purchase Order Adjustment.....

The Contract Time Will Be Changed by \_\_\_\_ Days.



REQUESTOR  
Signed \_\_\_\_\_  
Date \_\_\_\_\_

DEPARTMENT HEAD  
Signed \_\_\_\_\_  
Date \_\_\_\_\_

PURCHASING APPROVAL \_\_\_\_\_

Date \_\_\_\_\_

# BEREA COLLEGE VENDOR QUALIFICATION FORM – Exhibit D

1. Name of Company: \_\_\_\_\_

a. Principal Owner: \_\_\_\_\_

b. Principal Owner: \_\_\_\_\_

2. Telephone: \_\_\_\_\_

3. Fax Number: \_\_\_\_\_

4. E-mail address: \_\_\_\_\_

5. Complete Mailing Address

\_\_\_\_\_  
\_\_\_\_\_

6. Web Page: If company has a web page, please provide web page address:

\_\_\_\_\_

7. Quality System: Does your company have a formally approved or certified quality system in place? (check yes or no)  Yes  No (if you checked yes, please complete boxes 7a, 7b, 7c and 7d)

7a. Name of Quality System: \_\_\_\_\_

7b. Scope of coverage: \_\_\_\_\_

7c. Register/Approval Authority: \_\_\_\_\_

7d. Date certificate expires: \_\_\_\_\_

8. Please provide a list of three references for which you have provided supplies or services during the past 12 months. Include company name, point of contact, and phone number.

Reference 1.

Co. Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reference 2.

Co. Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Reference 3.

Co. Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

9. Is the company, or any of its principals, currently debarred, suspended or deemed ineligible to receive contracts from a Federal agency? (If yes, please provide details)  
\_\_\_\_\_ No \_\_\_\_\_ Yes

10. Taxpayer Identification Number (U.S. Companies only): \_\_\_\_\_

11. Dunn and Bradstreet DUNS number: \_\_\_\_\_

12. Please briefly describe the major products or services that your company sells:

13. Please describe your company's environmental/sustainability initiatives:

14. Please describe your warranty provisions:

15. Please provide your remit address, if it is different from that shown in item 5:

16. If you accept electronic funds transfer payments, please provide EFT information

16a. Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

16b. Account Number: \_\_\_\_\_

16c. Routing Number: \_\_\_\_\_

16d. Bank Contact: \_\_\_\_\_

16e. Bank Telephone: \_\_\_\_\_

Form Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*

For Berea College Purchasing Use Only:

Accepted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_