

## **80502 Bids and Quotations; When Required**

Where purchase of an item or service (other than a consulting service) has been conceptually approved by the Board, either expressly or by inclusion in the budget the Board has adopted for the College, the President is authorized to approve such purchases and/or to solicit quotations and/or bids in accordance with the requirements of state and federal laws and applicable Board policies. The President may exercise such authority only in accordance with the following provisions:

- (1) If the cost of purchase is \$10,000.00 or less, the purchase shall be made by unrestricted, open market purchase, except for sole source items. The President shall be authorized to approve such purchase orders up to, but not in excess of, \$10,000.00.
- (2) If the estimated cost of purchase exceeds \$10,000.00, but is less than \$25,000.00, the purchase shall be made by a competitive, informal, bidding process in which quotations and/or bids are solicited from at least three independent vendors, or as many independent vendors as are reasonably and practically available if less than three. Absent compliance with this requirement, no such purchase shall be made and no contract binding the College respecting such a purchase shall be entered into until it has been approved by the Board of Governors, unless otherwise allowed by subparagraphs (6) or (9) below.
- (3) If the estimated cost of the purchase is \$25,000.00 or more, excluding single or sole source items, the purchase shall be made by a competitive formal sealed bid process in which bids are to be solicited from at least three independent vendors, or as many independent vendors as are reasonably and practically available if less than three. An invitation to bid shall also be published at least once in a legal newspaper circulated in the College's four-county area. Absent compliance with this paragraph, no such purchase shall be made and no contract binding the College respecting such a purchase shall be entered into until it has been approved by the Board of Governors, unless otherwise allowed by subparagraphs (6) or (9) below.
- (4) The President is not authorized to approve any purchase, purchase order or contract involving expenditure by the College in an amount in excess of \$100,000.00, except as may be allowed by subparagraph 9 below. In all other cases, no purchase order shall be issued or purchase made, and no contract binding the College respecting a purchase shall be entered into, for an amount in excess of \$100,000.00, unless the purchase, purchase order or contract has first been expressly approved by the Board of Governors.
- (5) The President shall submit a report monthly to the Board of all approved purchases costing from \$50,000.00 to \$100,000.00, and of all single and sole source items costing more than \$10,000.00. The purchase of fixed services, such as utilities and maintenance services, shall be exempt from this report.
- (6) The President may authorize purchases at the unit prices stated in the current state purchasing department contracts, consortium contracts or GSA contracts, without first soliciting competitive bids or quotes. If the amount of such purchase exceeds

\$100,000.00, however, the President shall obtain prior express approval of the Board for the purchase. The President may also authorize, without complying with the quotation and bidding requirements specified in this Board Policy 80502, payment to a vendor for an item or service if the item or service is routinely utilized and paid for by the College on an on-going, recurring basis. (Examples of such items and services include but are not limited to payments for utilities, telephone services, rents, maintenance services, payroll and payroll taxes, and costs of employee benefits approved by the Board).

- (7) In soliciting quotations and bids, the College will encourage quoting and bidding by potential vendors known to be owned and operated by females or members of minorities.
- (8) When quality and price are comparable, preference for purchase contracts should be given to corporations, firms, or individuals with offices or production facilities in the College's four-county service area.
- (9) In any emergency situation, the President may, with the approval of the Chair of the Board, depart from the otherwise applicable requirements of this Board Policy 80502. If the Chair of the Board is not reasonably available, the Vice-Chair of the Board may give such approval. The President shall report any such departure to the full Board by not later than the next regular meeting of the Board.

(Amended 8/11/87; 1/25/94; 12/17/96, 4/24/01; 6/27/06; 2/25/14; 11/18/14)