

QUOTATIONS AND BIDS

It is the policy of the Board of Trustees to require written quotations or bids for the purchase of supplies, services, equipment, or capital outlay items when the anticipated amount of such purchase exceeds \$4,999.00.

See following pages for procedure.

Adopted July 19, 1989
Revised December 13, 2001
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It is the policy of the Board of Trustees to require written quotations or bids for the purchase of supplies, services, equipment, or capital outlay items. No purchase order shall be divided for the purpose of avoiding this provision. The following limits prevail:

<u>Amount of Purchase</u>	<u>Process</u>
\$5,000-\$14,999	A minimum of three (3) written comparative quotations shall be obtained and attached to the requisition prior to the issuance of a purchase order. Telephone quotations may be used with the approval of the President or appropriate Vice President.
\$15,000-\$49,999	The College shall obtain competitive bids. The Bid process shall be handled through the office of the Vice President for Administrative Services. Advertising is required; a call for bids shall be published at least once in a newspaper of general circulation in the district. Also, bid proposals shall be sent to county businesses as deemed appropriate by the Administration. Results of the bidding process shall be attached to the requisition prior to the issuance of a purchase order. The Administration reserves the right to seek Board approval to solicit and/or approve bids for items in this expenditure category.
\$50,000 and Over	The College shall obtain competitive bids after having first obtained approval to go out for bids from the Board of Trustees. A call for bids shall be published at least once in a newspaper of general circulation in the district. Also, bid proposals shall be sent out as described above. The Board of Trustees shall consider and act upon all bids received. Results of the bidding process shall be attached to the requisition prior to the issuance of a purchase order.

Competitive bidding and comparative quotations may not be necessary when direct negotiations may best serve the needs of the College. The most common reason for not bidding nor obtaining comparative quotations is when the product or service of a sole source supplier is being recommended. When such proposed purchasing being recommended amounts to \$50,000 or more, the

Board of Trustees must approve same. Written justification for such purchasing must be attached to the requisition prior to the issuance of a purchase order.

Emergency Purchases

A bona fide operating emergency is defined as an event that 1) cannot reasonably be foreseen, 2) demands correction by immediate action, and 3) threatens either an economic loss or the health or safety of the students, college personnel, or the public. In the event of an emergency, the College President or his/her designee will discuss the problem with the appropriate individuals and agree upon appropriate action.

If such action will result in an expenditure of funds of \$50,000 or more, the College President shall inform the Board President of the situation and obtain approval for the expenditure. The expenditure shall be approved at the next regular meeting of the Board of Trustees.

For expenditures of funds between \$30,000 and \$49,999, the College President shall inform the Board President of the situation, and the Board of Trustees at their next regular meeting.

Budget and Expenditure Notification

In July of each year, and each time a College budget is amended, the Administration will prepare a listing of those items in the budget plan, estimated to cost \$15,000 or more, which will likely be purchased, either through the bidding process or via sole source procurement and submit it to the Board of Trustees.

Prior to the end of each fiscal year, the Administration will provide the Board of Trustees a report indicating the status of the planned purchases.

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