

TITLE: BIDDING

All purchasing shall be conducted in accordance with the following:

A. Purchases of up to \$5,000

Purchases up to \$5,000 shall be made as appropriate and at the discretion of the Dean of Business Services or designated person.

B. Purchases of between \$5,000 and \$15,000

Awards for purchases in excess of \$5,000 but less than \$15,000 shall be made according to best business practice, including written quotations (minimum of three) as appropriate for the item(s) being purchased. Final approval within this category shall be made by the Dean of Business Services, with written approval by the college President. In the case of identical quotations for competitive materials, supplies, equipment and services, preference will be given to firms having places of business within the Community College District (Gogebic County). Exceptions to this policy shall be made only in case of an emergency, as approved by the Dean of Business Services or President, requiring immediate action, or in the case of maintenance work, when the nature or extent of the repair work necessary cannot be ascertained until the actual work is completed.

C. Purchases of \$15,000 or more

Awards for purchases in excess of \$15,000 shall have the support of formal sealed bids. Specifications on all items to be bid should be stated in such a manner that bids can be reviewed and awarded on an objective basis.

When any purchase exceeds \$15,000, the Dean of Business Services shall advertise in appropriate public venues including: websites, a newspaper or newspapers of general circulation in the college district, for bids for the sale and/or furnishing to the college all supplies, equipment, furniture and items available from more than one source.

Advertisements shall be run at least once, and where feasible, twice, with at least five (5) days between the publication of the final advertisement and the opening of bids. In addition to such public advertisements, bids may be solicited directly from such persons as may be deemed reliable and competent to furnish the item or items.

TITLE: BIDDING (Cont'd)

Bids will be opened by the Dean of Business Services or designee publicly. An analysis and recommendation for awarding of the bid will be submitted to the Board for their decision and approval at a Regular or Special Meeting of the Board of Trustees. Awards shall be made to the lowest bidder whose bid is in accordance with the conditions and specifications. The College reserves the right to reject any or all bids, and to accept or reject any item thereon.

D. Local preference

The College purchases materials, goods, and services from vendors located within the tax district of the College (Gogebic County) when it is feasible and financially prudent to do so. In certain cases where the bid price is not the lowest bid, and in the judgment of the Dean of Business Services and the President, there is a clear benefit to the College, a recommendation will be made to the Board of Trustees that a local vendor be selected over the low bid vendor.

E. The Dean of Business Services shall submit a written rationale to the Board for any instances of deviations or the appearance of deviations from Sections A, B, and C.

F. Prior to the submission of bids for technology equipment, the Information Technology Department shall review needs and specifications from the instructor and/or department. If on-campus expertise is not sufficient to review/evaluate needs/specifications, external expertise shall be sought.

G. In all purchasing instances, successful bidders must certify that bid materials, supplies, equipment, and services meet or exceed bid specifications.

H. Upon receipt of bid material and before use of equipment, supplies, and services, requesting personnel shall verify that bid specifications have been met.

In situations of an emergency nature in order to complete facilities repairs or to prevent disruption of programs or in situations where timely bids cannot be obtained for the purchase of technology equipment using the regular bidding process, an expedited bidding process may be used. In this case, the written permission of the Dean of Business Services or the President must be obtained.

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