

TOPIC:
Purchasing - Procedures

Policy Number:
F7

The goal of Cloud County Community College’s purchasing procedures is to satisfy the requirements for quality goods and services in a timely manner at the most reasonable cost. Our purchasing procedures and practices apply to all departments, activities and funds, regardless of the original source of the funds being used. An exception to this may be goods and services purchased for federal grants that generally have their own restrictions.

Board Approval

All expenditures of college funds including auxiliary enterprises are the responsibility of the Board of Trustees as set forth in K.S.A. 12-105b:

1. Any commitment of college funds cannot be paid until the Board of Trustees has authorized the release of the check, except as provided by K.S.A. 12-105b.
2. Any commitment of \$25,000 or more (except bookstore purchases for resale) must have prior approval by the Board of Trustees.
3. Any commitment of college funds for purchase of goods (or services outside their college employment) from a college employee must have prior approval of the Board of Trustees. Documentation of available comparable cost shall accompany the request to the Board of Trustees.

Bids and Quotes

1. All expenditures for construction or goods and services estimated to be from \$10,000 up to \$25,000 must (*) have quotes from at least two sources based on a common list of specifications so quotes can be compared. The Vice-President for Administrative Services or his/her designee shall obtain these quotes.
2. All expenditures for construction or goods and services estimated to be over \$25,000 must (*) be publicly advertised and have sealed bid quotes through a competitive solicitation process. A competitive solicitation process requires soliciting a minimum of three (3) vendors when circumstances preclude receipt of three (3) bids. The Vice-President for Administrative Services or his/her designee shall obtain these bids.
3. The Board reserves the right to give preferential consideration to in-district bidders including awarding contracts to other than the lowest bidder as long as the Board determines such bid is in the best interest of the college.
4. Sealed bid solicitations shall state the time and date of opening.
5. Sealed bids shall be opened by the President or their designee(s).
6. The Board reserves the right to reject any and all bids.

Adopted: 3/26/13	Revised 11/17/20	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
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7. All interested parties are invited to attend bid openings.
8. All bidders shall be informed of the results of the bid opening after the Board has taken official action.
9. (*) A situation when the product or service is practicably available only from one source and competitive bidding cannot be feasibly conducted, the Vice-President for Administrative Services or his/her designee will require justification from the department requesting the purchase via a form (see attached). This form must be completed and approved by the Vice-President for Administrative Services who will negotiate terms, price, and issue a purchase order upon Board approval.
10. This policy forbids the dismantling of a project or purchasing agreement into segments for the purpose of removing them from the over \$25,000 threshold.

Invoices

It shall be the policy of the Board of Trustees that payment shall be made to vendors only upon the receipt of proper invoice.

Contract Purchasing

The Board of Trustees may authorize any officer(s) or agent(s) to enter into any contract or execute and deliver an instrument in the name of or on behalf of the College District, and such authority may be general or confined to specific instances.

Vendor Protest and Dispute Resolution for Sealed Bids will be addressed as per Kansas Law.

Adopted:	Revised	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed
3/26/13	11/17/20			
