Policy:

1. The Manager of Purchasing is responsible for the purchase of materials, equipment, and services for the District Board of Trustees, in compliance with Florida Statutes, Board Rules, and State Board Regulations.

2. The College shall request bids from three or more sources, or solicit a request for proposals as defined in Section 287.012(16), Florida Statutes, when purchasing services or commodities exceeding the amount specified in Section 287.017, Florida Statutes, for Category Three. The Board shall make awards based on a written recommendation for the lowest priced or best bid meeting specifications. If other than the lowest priced bid proposal meeting specifications is accepted, the College shall maintain a public record of the justification. Bids for purchases not exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, may be approved or rejected by the President or a designee. Bids for purchases exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, shall be approved or rejected by the District Board of Trustees.

3. The College shall adhere to guidelines set forth in 6A-14.0734 FAC with regard to exceptions to the three-bid requirement.

4. Sealed bids, including those for items of construction, are to be received according to the time, date and location specified in the request for bids.

5. All bids are to be identified by reading the name of the bidder, bid reference number, and publicly opened by the Manager of Purchasing or designee. Bids shall be tabulated, evaluated, and recommended to the Board at the next regular meeting of the Board.

6. Any and/or all bids offered or received after the designated time and date cannot be accepted or considered. Bids may not be withdrawn after the final call for bids at the designated time of opening for any reason or reasons. A written request stating detailed reasons for bid withdrawal may be submitted to the Manager of Purchasing for a recommendation of consideration at the next scheduled regular or special meeting. This procedure shall be set forth in detailed bid specifications, terms and conditions, so that all bidders shall have full knowledge and understanding of this policy.
7. Bids returns and tabulations are to be made available for review by all interested parties at the Purchasing Office.

8. The Manager of Purchasing may request emergency bids by telephone or by written specifications, to be returned as the emergency may require. Emergency bids will be tabulated and presented to the President for approval with official bid award confirmation scheduled for the next Board meeting.

9. Purchase orders will be prepared only on the basis of a duly authorized and approved requisition. All purchase orders shall be encumbered to the proper accounting record prior to issuance.

10. Emergency purchases must have prior approval of the Vice President of Administration and Business Services and must be placed with the vendor by purchase order process.