



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Procurement

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Implementing Procedure For Policy # 5.12

Date Approved/Revised:
9/27/00, 1/14/04, 5/27/05,
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Division: Administration and Finance / Purchasing

1. Purchasing Office

Functions of the purchasing department are to:

- a. Receive, review and process all requisitions electronically for materials, equipment, supplies, and services for all College departments/divisions.
- b. Review each requisition for clarity of description and adequacy of specifications.
- c. Determine procurement method according to the dollar thresholds outlined in Florida Statute 287 and State Board of Education Rule 6A-14.0734.
- d. Combine requisitions of similar commodities and set scheduled buying periods for various supplies and materials in order to benefit from quantity purchases.
- e. Manage the College's bidding process including preparation, advertisement, opening, tabulating, analyzing, posting, and recommending award/rejection to the President and/or the District Board of Trustees.
- f. Initiate and arrange for testing of items to evaluate to ensure compliance with specifications.
- g. Issue purchase orders in accordance with purchasing rules.
- h. Act as the central clearing point for vendor visits to the campuses.
- i. Arrange for visits to surplus property warehouses or other locations in order to inspect materials and supplies made available to the College through the surplus property program.
- j. Assist departments in the preparation of specifications, procurement of samples, or trial equipment as needed.

2. Purchase Orders

Purchase Orders are the primary procurement method used to obtain goods and services for use by the College. They are processed and issued by the Purchasing department. The Director of

Purchasing (Chief Procurement Officer) reviews all requests and signs purchase orders. In the absence of the Director of Purchasing, the Vice President of Administration & Finance, the President, and on occasion the Assistant Vice President of Finance may sign purchase orders.

- a. Requisitions for purchase of goods and services are electronically approved and sent to Purchasing for processing. A complete description of items must be provided. Requisitions should include the following:
 1. Suggested vendor name with vendor number
 2. Budget number
 3. General Ledger code
 4. Name of department needing the item or service.
 5. Date item requested
 6. Item description including quantity, unit of measure, unit cost and total cost
 7. Delivery location
- b. Based upon information on the "Requisition to Purchase" electronic form, the purchasing office will process the request and a Purchase Order will be issued.
- c. If the amount requires a bid to be issued pursuant to the College's Purchasing Rule, the purchasing office shall develop the bid documents as required. As soon as the bid is approved a purchase order will be issued and a copy provided to the originating department/division.
- d. Equipment, materials, supplies and contractual services are considered divisional/department expenses except when purchased for use in construction from Capital Outlay.
- e. Capital Outlay expenditures primarily include items of equipment in the amount of \$750 or more, with a life expectancy of a year or more, and include books, furniture, fixtures, equipment, and building or site improvements. Inventory records will be maintained on furniture, fixtures, and equipment.
- f. Shortages or damaged merchandise shall be reported by use of a "Return of Materials Authorization" form to be forwarded immediately to the purchasing office by the department/division receiving the order.
- g. Correspondence or contracts with vendors concerning any aspect of the purchase order, including delivery dates, should originate in or have the concurrence of the purchasing office.
- h. As purchase orders are issued, they are filed according to vendor and maintained in files.
- i. After a purchase order is issued, any change or cancellation must be approved by the purchasing office. This is accomplished by the submission of a "Request for Purchase Order Change" form.
- j. The purchasing office issues all change orders. The purchasing office can initiate a request for a change order. Reasons for all changes or cancellations should be indicated in the spaces provided on the form.
- k. The following information must appear on a requisition where trade-in is intended to be included in the procurement transaction:

1. Brand name
2. Serial number
3. Property number
4. Original date acquired
5. Original cost

Equipment to be traded must be retained by the requisitioning department or division until the issuance of a purchase order, receipt of new equipment, and signed receipt of trade-in by vendor. No item listed on the College's Capital Outlay Inventory may be traded or released without proper disposition and approval by the District Board of Trustees. Board approval date must be included on the requisition.

3. Purchasing Categories; Threshold Amounts

- a. Wherever feasible vendors within and outside of the College district will be notified and afforded the opportunity to do business with the College. The following price information and approvals must be obtained for purchases in the amounts indicated. Limits are based on the Category Thresholds outlined in Florida Statute 287.017 as of this writing.
 1. CATEGORY ONE: \$20,000
 2. CATEGORY TWO: \$35,000
 3. CATEGORY THREE: \$65,000
 4. CATEGORY FOUR: \$195,000
 5. CATEGORY FIVE: \$325,000
- b. Up to \$19,999 – A catalog or verbal price, approved by the President or the President's designee.
- c. \$20,000 through \$64,999 (Category One and Category Two) – Solicitation of two written quotations. Recommendation for awards shall be approved or rejected by the President or the President's designee.
- d. \$65,000 through \$194,999 (Category Three) – Solicitation of competitive offers as defined by Section 6A-14.0734, Florida Administrative Code, from at least three sources. Recommendations for awards shall be approved or rejected by the President or the President's designee.
- e. \$195,000 through \$324,999 (Category Four) – Solicitation of competitive sealed bids as defined by Section 6A-14.0734, Florida Administrative Code, from at least three sources. Recommendations for awards shall be approved or rejected by the District Board of Trustees.
- f. \$325,000 and above (Category Five and above) – Solicitation of competitive sealed bids as defined by Section 6A-14.0734, Florida Administrative Code, from at least three sources. Recommendations for awards shall be approved or rejected by the District Board of Trustees.
- g. The College's obligations in regard to the solicitation of competitive offers are subject to the exceptions listed in Section 6A-14.0734.

4. Bids

The Purchasing office and occasionally the Office of the Chief Financial Officer are the only offices authorized to solicit bids. Bids will be created and obtained in accordance with State Board of Education Rule 6A-14.0734 which states:

(1) Colleges shall, as the circumstances require, publicly solicit the submittal of competitive offers from at least three (3) sources, when purchasing services or commodities exceeding the amount as specified in Section 287.017, Florida Statutes, for Category Three. Solicitations of competitive offers are defined as:

- (a) "Competitive sealed bids", "competitive sealed proposals" or "competitive sealed replies", means the process of receiving competitive offers transmitted by secured electronic means or written bids, proposals, or replies.
- (b) "Competitive solicitations" or "solicitations" means an invitation to bid, a request for proposal, request for quote, or an invitation to negotiate.

Boards of trustees may adopt smaller amounts beyond which to require the solicitation of competitive offers. The College President or the President's designee reserves the right to reject any or all offers submitted in response to the College's solicitation, and/or solicit new offers as deemed in the College's best interest. When accepting responsive offers to the College's solicitations, Colleges shall accept the lowest or best responsive offer. If other than the lowest or best offer meeting specifications is accepted, the College shall maintain a public record of the justification. Recommendation for awards not exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, may be approved or rejected by the College President or the President's designee if such authority is delegated in policy adopted by the District Board of Trustees. Recommendation for awards exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, shall be approved or rejected by the District Board of Trustees.

(2) Exceptions to the requirement to solicit competitive offers are:

- (a) Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional software.
- (b) Library books, reference books, periodicals, and other library materials and supplies.
- (c) Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.
- (d) Food
- (e) Services or commodities available only from a single or sole source.
- (f) Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
- (g) Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual College's information technology plan.
- (h) Single source procurements for purposes of economy or efficiency in standardization of materials or equipment.
- (i) Items for resale.

(3) The College President or the President's designee may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance in accordance with rules established by the local board of trustees.

(4) When a board of trustees solicits the submittal of competitive offers and only one responsive offer is submitted, the College may purchase such products or service under the best terms it can negotiate.

5. Bid Appeals

- a. The results of bid tabulations shall be posted in a public area near the Business Office within twenty-four hours of the bid opening.
- b. Any person who is affected adversely by the College's decision on a bid solicitation or awarding may file a notice of protest in writing within seventy-two hours after the posting of tabulations, or by mailing by certified U.S. mail with return receipt requested, within 72 hours.
- c. Upon receipt of the formal written protest, which has been timely filed, the President shall stop the bid solicitation process or the contract award process, without delay.
- d. A formal written protest shall be filed within 10 days after the date the notice of protest was filed. Failure to file either notice shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. The formal written protest shall contain specific reasons for contesting the bid action.
- e. Efforts to resolve the protest by mutual agreement shall be provided within seven (7) days, excluding Saturdays, Sundays and legal holidays, of receipt of the formal written protest. Should the dispute remain unresolved, hearing proceedings shall be arranged in accordance with Chapter 120, Florida Statutes.

6. Purchasing Procedures for Club Accounts

- a. A "Requisition to Purchase" will be electronically completed by the activity or club and submitted to Purchasing by the club sponsor or a club officer. In absence of a sponsor or club officer, the Coordinator of Student Life, or the Vice President of Student Affairs shall electronically approve the requisition.
- b. If purchase is to be made in confidence for purpose of a surprise presentation, in lieu of sponsor/officer signatures, a memorandum from the club or activity officer, stating approval by majority of club, shall be submitted to Purchasing by E-mail as back-up.
- c. Purchases by clubs should follow reasonable purchasing procedures in this rule. Clubs, however, are considered as agent accounts and therefore may be exempt from some of the College procurement rules.
- d. Items considered as equipment usually will not be purchased by the College for clubs. Exceptions to this rule might be those instances wherein the club stated in writing that such equipment is to be donated to the College.
- e. The College reserves the right to decide which purchases it will process for clubs. Clubs who disagree with the College concerning purchases or procurement procedures may withdraw their funds upon written notice to the Coordinator of Student Life and with approval of the Vice President of Student Affairs, who shall notify the purchasing office. Likewise, the College may request clubs to withdraw their funds for the purpose of closing their accounts.

7. Unauthorized Purchases

Procurement may be made only for legitimate College purposes regardless of funding source. Any procurement for personal use or for the benefit of non-college organizations is strictly prohibited. Any individual making such purchase will be held personally responsible and may face termination, fines or imprisonment.

8. Contracts

See Administrative Procedure -Contracts: General Procedures and Policy No. 5.12 – Procurement.

Vice President, Administration & Finance		Date:
Approved by President		Date: