

**NORTHWEST FLORIDA STATE COLLEGE**  
**Policy Number 6Hx17-4.20**

<b>TITLE:</b>	<b>PURCHASING</b>
<b>REFERENCE:</b>	SBR 6A-14.0734
<b>HISTORY:</b>	State Board Rule, Amended June, 2007 Local Language Revised May 1999; 11/06; 9/08; 11/09

**6A-14.0734 Procurement Requirements.**

(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” mean 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 designee reserves the right to reject any or all offers submitted in response to the college’s solicitation, and/or will 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 president or a designee if such authority is delegated in policy adopted by the 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 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 as 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 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.

Specific Authority 1001.02(1),(9) FS. Law Implemented 1001.02(9), 1010.01, 1010.02 FS. History-formerly 6A-8.121, Repromulgated 12-19-74, amended 12-26-77, 6-12-85, Formerly 6A 14.734, Amended 9-30-86, 11-12-91, 12-18-94, 6-18-96, 2-10-99, 7-20-04, 6-20-07

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### **Local Language**

1. Purchases shall not precede the issuance of proper purchase orders and bid or quotation procedures.

2. Purchases for less than the bid limit for Category Three as specified in Section 287.017, Florida Statutes shall be processed by the Purchasing Department without competitive sealed bids. Purchases where no single item exceeds \$5,000 and the total to any one vendor does not exceed \$15,000 may be processed without competitive solicitations at the discretion of the Coordinator of Purchasing. If the purchase price of any one item exceeds \$5,000 or if a given purchase from any one vendor would exceed \$15,000 and the item is not exempted by 6A-14.0734(2), FAC, competitive quotes will be solicited. Such quotes may be obtained in writing (by hand, mail, email, or facsimile) or verbally (in person or by phone). Verbal quotations shall be documented by a memorandum of record from the college employee obtaining the quote. Quotations will normally be solicited by the Purchasing Department, but may be solicited by other departments at the discretion of the Coordinator of Purchasing. Contracted services up to the amount specified in Section 287.017, Florida Statutes, for Category Two may be processed without competitive solicitations at the discretion of the Coordinator of Purchasing. Purchases recommended by the College Architect for needed renovation of existing space to meet the needs of the College in a timely manner or an emergency purchase approved by the President or the President's

designated representative may be exempted from competitive solicitation.

3. The Purchasing Department shall, when soliciting quotes, endeavor to obtain as many quotations as possible from qualified vendors in Okaloosa and Walton Counties and shall encourage minority and small business participation. Certified minority qualification forms shall be mailed with each bid.

4. Purchases in excess of the bid limit specified in 6A-14.0734, FAC, shall require bid procedures according to Florida Statutes and State Board of Education Rules, unless the items to be purchased are specifically exempted from bid procedures by those same Statutes and Rules.

5. Specifications and standards for items to be purchased and the bid schedule shall be approved by the Coordinator of Purchasing as the President's designated representative.

6. Bids shall be opened by a committee consisting of not less than three (3) persons named by the Coordinator of Purchasing as the President's designated representative.

7. The Coordinator of Purchasing will analyze the bid and make recommendations to the President relative to award of the bid.

8. The President shall be authorized to approve bids up to the amount of \$250,000 for purchase. Such purchases shall be presented to the next regularly scheduled meeting of the Board of Trustees on the consent agenda under "Purchases Not Requiring Board Approval."

9. Subsequent to the bid evaluation, the President shall present to the Board the following items for consideration in awarding the bid: the recommendation of the bid evaluation committee, the recommendation of the President (either in support of the bid evaluation committee's recommendation or as a separate, different recommendation), and the bid documents.

10. Each award shall be by action of the Board in an open meeting in accordance with State Board of Education Rules.