

MANUAL OF POLICY

POLICY NUMBER: VI-2

PAGE 1 of 1


POLICY TITLE: Bidding for Commodities and Services

LEGAL AUTHORITY: FLORIDA STATUTE 287.017
STATE BOARD OF EDUCATION RULE 6A-14.0734, FLORIDA
ADMINISTRATIVE CODE

DATE OF LAST REVIEW: 9/29/2005, 6/19/2007, 7/21/2009 and 7/19/2011

DATE OF BOARD ACTION: 12/13/1981, 8/5/1983, 11/24/1987, 3/22/1988, 10/17/1991, 1/28/1992,
4/21/1998, 9/21/1999, 7/22/2003, 9/16/2003, 9/29/2005 and 7/19/2011

1. Formal competitive solicitations, including Invitations to Bid (ITBs), Requests for Proposals (RFPs), and Invitations to Negotiate (ITNs), for commodities and services shall be received, opened, and tabulated in the Purchasing Department. Such solicitations shall be opened to the public and advertised in a newspaper of general circulation, or listed on the College's website.
2. The College shall publicly solicit the submittal of competitive offers from at least three sources, as defined in Section 287.012(16), Florida Statutes, when procuring services or commodities exceeding the amount as specified in Section 287.017, Florida Statutes, for Category Two.
3. Awards pursuant to competitive solicitations for purchases exceeding the amount as specified in Section 287.017, Florida Statutes, for Category Two, but not exceeding the amount as specified in Section 287.017, Florida Statutes, for Category Five shall be approved or rejected by the College President or the College Provost.
4. Awards pursuant to competitive solicitations for purchases exceeding the amount as specified in Section 287.017, Florida Statutes, for Category Five shall be approved or rejected by the District Board of Trustees.
5. When accepting responsive offers to competitive solicitations, the College shall accept the lowest bid or best responsive offer. If other than the lowest bid or best offer meeting specifications is accepted, the College shall maintain a public record for such justification.
6. Competitive offers may be solicited for services or commodities costing less than the amount as specified in Section 287.017, Florida Statutes, for Category Two.

	7/19/11
CHAIRMAN	DATE