

# MANUAL OF POLICY

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**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, 7/19/2011 and 7/16/2013

**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, 7/19/2011 and  
7/16/2013

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. Awards pursuant to competitive solicitation shall be governed in accordance with rules prescribed by the State Board of Education and Florida Statutes.

	7/16/13
<b>CHAIRMAN</b>	<b>DATE</b>