I. PURPOSE

To establish competitive pricing guidelines for the Purchasing Department.

II. PROCEDURE

$25,000 and over
Each purchase of $25,000 or over requires a formal sealed bid or request for proposal, except as otherwise provided in applicable Florida Statutes, rules and regulations. All bid invitations, requests for proposals or request for qualifications shall be advertised in a newspaper of general circulation or shall be listed on the College’s website.

$5,000 to $24,999
All purchases over $5,000 but less than $25,000 require at least three written quotes, from responsible vendors unless there are less than three providers.

Under $5,000
All purchases less than $5,000 will be made in accordance with generally acceptable good purchasing practices.

Blanket Orders
Blanket orders are issued to facilitate purchases of routine low value materials and supplies needed for the daily operations of the College.

- Blanket orders may be issued for up to $24,999, once the purchasing department has quoted the items to be purchased from the blanket order. The purchasing department will decide the vendor for all blanket orders of $24,999 or greater. No item can be purchased
with a value greater than $4,999 from a blanket order unless they are issued to facilitate
payments for an agreement for services, or as a result of an award of a bid, RFP or RFQ
for which the amount of the blanket order can not exceed the amount of the agreement
for services or the award of the bid, RFP or RFQ. In these cases the payment amount for
each invoice must comply with terms of the RFP, RFQ or bid.

- No capitalized items can be purchased from a blanket order.

- Blanket orders may be open for up to $4,999 to facilitate purchases of low value, when
  exact items to be purchased may be unknown at the time the department requisition is
  issued (one example is promotional items for Student Services). In no case shall
  multiple blanket orders be opened for the same items by the same department for the
  purpose of bypassing the quote requirement for items of $4,999 or greater.

- Blanket orders opened for facility management may be opened for a value not to exceed
  $24,999 for “quick jobs” or supplies needed immediately to react to the need of repairs
  or maintenance. The per item value may exceed the $4,999 when there is no time to
  quote the item.

Any exceptions to the above guidelines must be approved in advance by the Director of Purchasing.