

## 6Hx19-5.04 BIDDING POLICY

The purpose of this Board Rule is to establish Board policy relating to bidding for purchases.

Bids shall be requested from at least three (3) sources, to the extent possible, or requests for proposals (RFP) shall be solicited as defined in Section 287.012(22), by the Board for any purchase of services or commodities exceeding the amount specified in Section 287.017, Florida Statutes, for Category Three. The College shall have the authority to reject any or all bids or proposals and request new bids or proposals. When accepting bids or proposals, the College shall accept the lowest and/or best bid or proposal. If other than the lowest bid or proposal meeting specifications is accepted, the College shall maintain a public record of the justification.

I. Exceptions to the three-bid requirement are:

- (a) Educational tests, textbooks, printed instructional materials, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, artistic services as defined in Section 287.012(3), Florida Statutes, including, but not limited to, film, video and television production services, and computer-based instructional software.
- (b) Library books, reference books, periodicals, and other library materials and software.
- (c) Purchases at the unit or contract established through competitive solicitations by any unit of government established by law or 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 include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology path.

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- (h) Single source procurement for purposes of economy or efficiency in standardization of materials and equipment.
  - (l) Items for resale.
- II. The College president or designee may waive solicitation of bids in emergencies when there is an imminent threat to students, employees, public safety, or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance.
- III. When the Board solicits the submittal of competitive offers and only one responsive offer is submitted, the College may purchase such products or services under the best terms it can negotiate.

Rule Adopted: 4/13/72; 8/16/73; 8/25/75; 4/2/76; 11/19/79; 7/18/83; 10/21/85; 10/20/86; \*11/19/91; 12/17/91; 7/16/96; 3/23/99; 11/20/07; ■09/29/08; ■10/15/12

Effective Date: 4/13/72; 8/16/73; 10/7/75; 5/31/76; 11/19/79; 7/18/83; 10/21/85; 10/20/86; \*11/19/91; 12/17/91; 7/16/96; 3/23/99; 11/20/07; ■09/29/08; ■10/15/12

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References: Florida Administrative Code: 6A-14.0734; 6A-2.0010

Law Implemented: Florida Statutes: 287.012(3)(22); 287.017; 1001.64(1)(2)(4)(43)(44)(46); 1001.65(1)(16)(25) 1010.01; 1010.02

Proposer: Katherine M. Johnson, President

\*Emergency Approval

■President's Cabinet Approval – Non-Substantive/Editorial