

DIVISION VIII. Budget	REFERENCE NO. 8.5 (1)
CATEGORY 8.5 Purchasing Policy	DATE Adopted 1988 Revised 07/07 08/08 02/09

Purchasing Policy

It shall be the responsibility of the President and his/her designated representative to ensure that all qualified suppliers have the opportunity to bid or offer for sale on a negotiated basis merchandise or services that are to be purchased by the college. The Board will be guided by the principle that the college should receive the best quality merchandise and services available for the purchase dollar regardless of who the vendor may be.

It shall be the responsibility of the Vice President for Administrative Services or his/her designee to maintain vendor bid lists in the Business Office. Additions or deletions can be made upon request by any vendor. Vendors may be removed from the vendor bid list as a result of unsatisfactory performance on any previous contracts.

1. Purchase of Budgeted Items Under \$5,000.00:
All purchases under \$5,000.00 may be made by the appropriate Vice President for his/her designee without advertising for bids or requiring formal bids. If for any reason competitive bids or price quotations are deemed advisable by the Vice President for Administrative Services or his/her designee they will be obtained and awards made on the basis of conformance to specifications and the amount of the bid.

2. Purchases of \$5,000.00 but less than \$10,000.00:
All purchases of \$5,000.00 or more but less than \$10,000.00 of goods and services may be made by the Vice President for Administrative Services or his/her designee after securing three written price quotations for the item to be purchased.

3. Purchases of \$10,000.00 but less than \$25,000.00:
All purchases of \$10,000.00 or more but less than \$25,000.00 of goods and services may be made by the Vice President for Administrative Services or his/her designee after Business Services secures three written price quotations for the item to be purchased.

DIVISION VIII. Budget	REFERENCE NO. 8.5 (2)
CATEGORY 8.5 Purchasing Policy	DATE Adopted 1988 Revised 07/07 08/08 02/09

4. Purchases of \$25,000.00 or more:
 All purchases of goods and services of \$25,000.00 or more shall be authorized only by the Board of Trustees upon the recommendation of the President of the College. When any purchase to be made by the College shall be \$25,000.00 or more, the Vice President for Administrative Services or his/her designee shall guarantee due advertisement for bids for the sale of those goods and services required by the College, except contracts which by their nature are not adapted to award by competitive bidding. Formal contracts may be any of the following types, as appropriate under the circumstances:
- A. Cost plus Fixed Fee – or time and material
 - B. Fixed Price – both parties share the risk
 - C. Predetermined price w/ceiling – maximum price established and negotiations entered at 40% and 80% of the work
 - D. Open End – volume price given for orders exceeding a stipulated dollar value to be delivered during the course of the year.

It is the responsibility of the Department of Facility Services to follow the same restrictions as stated above with the exception of the dollar amounts as follows:

- 1. Purchase of Budgeted Items Under \$10,000.00:
 All purchases under \$10,000.00 may be made by the Director of Facility Services or his/her designee without advertising for bids or requiring formal bids. If for any reason competitive bids or price quotations are deemed advisable by the Vice President for Administrative Services they will be obtained and awards made on the basis of conformance to specifications and the amount of the bid.
- 2. Purchases of \$10,000.00 but less than \$25,000.00:
 All purchases of \$10,000.00 or more but less than \$25,000.00 of goods and services may be made by the Vice President for Administrative Services or his/her designee after securing three written price quotations for the item to be purchased.

DIVISION VIII. Budget	REFERENCE NO. 8.5 (3)
CATEGORY 8.5 Purchasing Policy	DATE Adopted 1988 Revised 07/07 08/08 02/09

3. Purchases of \$25,000.00 but less than \$50,000.00:
All purchases of \$25,000.00 or more but less than \$50,000.00 of goods and services may be made by the Vice President for Administrative Services or his/her designee after Business Services secures three written bids for the item to be purchased.

4. Purchases of \$50,000.00 or more:
All purchases of goods and services of \$50,000.00 or more shall be authorized only by the Board of Trustees upon the recommendation of the President of the College. When any purchase to be made by the College shall be \$50,000.00 or more, the Vice President for Administrative Services or his/her designee shall guarantee due advertisement for bids for the sale of those goods and services required by the College, except contracts which by their nature are not adapted to award by competitive bidding. Formal contracts may be any of the following types, as appropriate under the circumstances:
 - A. Cost plus Fixed Fee – or time and material
 - B. Fixed Price – both parties share the risk
 - C. Predetermined price w/ceiling – maximum price established and negotiations entered at 40% and 80% of the work
 - D. Open End – volume price given for orders exceeding a stipulated dollar value to be delivered during the course of the year.

Due (e.g. sufficient or adequate) advertisement for bids shall include, but is not limited to, one public notice at least ten days before the bid date in a newspaper or newspapers of general circulation within Illinois Community College District 525. In addition to such public advertisement, bids may be solicited directly from such persons who may be deemed reliable and competent to furnish the item or items required.

All bids must be sealed by the bidder and must be opened by a member or employee of the Board in the presence of interested parties. The Vice President for Administrative Services or his/her designee shall prepare tabulation for consideration for the Board of Trustees and will make recommendations through the President to the Board of Trustees. The Board shall award the contract to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. The Board shall always reserve the right to reject any or all bids.