

Bids

If the estimated cost of purchase is between \$7,000 and \$20,000, quotes shall be secured (3 or more) by telephone, letter, fax, email or internet, and the lowest and/or best quote shall be accepted.

If the estimated cost is \$20,000 or more, the purchase shall be made by a competitive formal, sealed bidding process in which bids are solicited from at least three independent vendors. Such bids shall be submitted to the board for approval. The president can supersede above procedures if the item can be purchased at state or national contract prices.

All factors of the bids shall be considered, price being one factor. If a bid is submitted by bidder(s) domiciled within Neosho County and the low bid is submitted by a bidder domiciled outside Neosho County, any Neosho County domiciliary which submitted a bid may be deemed a preferred bidder if (1) the quality suitability and usability of the materials, goods or wares are equal; (2) the amount of the bid of the Neosho County domiciliary does not exceed the amount of the low bid by more than 5% of a bid below \$25,000.00, 3% of a bid of \$25,000.00 up to \$50,000.00, or 1% of a bid over \$50,000.00; and (3) the Neosho County domiciliary agrees to meet the low bid by filing a written agreement to that effect within three (3) business days after receiving notification of being deemed a preferred bidder. The lowest bid submitted by a bidder domiciled within Neosho County, Kansas, and deemed a preferred bidder which elects in writing to meet the low bid may be accepted. The provisions of this paragraph may also be applied to acceptance of quotes where board approval is not required. The provisions of this paragraph shall not apply to expenditures for construction, re-construction or remodeling. New faculty and staff receive training at new employee orientation or as an employee's situation changes.

The board reserves the right to reject any or all bids for items of purchase. The chief financial officer may request bids for items under \$20,000. Competitive bids are not required when the items purchased require compatibility with existing equipment, or when items are necessary to meet a specific educational objective, or when items are acquired for resale. Services of any kind are excluded from the bidding process and the acquisition, construction or renovation of a project or projects that involve both services and products, such as a design-build structure or the acquisition, construction or reconstruction of software applications and/or hardware including network infrastructure are also excluded from the bidding process but are subject to prior board approval.

Emergency situations that necessitate the immediate purchase of goods or services may be made according to procedures outlined by the president. Such procedures may include the delegation of emergency purchasing procedures to appropriate college personnel. An emergency for the purposes of this paragraph shall include by way of example and not as a limitation situations such as 1) the college will suffer damage to its students, employees, physical facilities or normal operations if immediate procurement of materials, goods or wares does not occur, or 2) the college will benefit from a material discount as a result of the immediate action. Payment of purchases pursuant to this paragraph are subject to K.S.A. 12-105b.

At the board meeting following the emergency purchase of goods, the president will report the circumstances and details of the purchase.

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