The goal of purchasing activities is to satisfy the requirements for quality goods and services in a timely manner at the lowest practicable cost. Our purchasing processes and practices attempt to conform to laws and regulations that apply to all departments, activities and funds, regardless of the original source of the funds being used.

Board Approval

All expenditures of college funds including auxiliary enterprises are the responsibility of the Board of Trustees as set forth in K.S.A. 12-105b:

1. Any commitment of college funds cannot be paid until the Board of Trustees has authorized the release of the check, except as provided by K.S.A. 12-105b.

2. Any commitment of $10,000 or more (except bookstore purchases for resale) must have prior approval by the Board of Trustees.

3. Any commitment of college funds for purchase of goods (or services outside their college employment) from a college employee must have prior approval of the Board of Trustees. Documentation of available comparable items or services and their cost shall accompany the request to the Board of Trustees.

Bids and Quotes

1. All expenditures for construction or goods and services estimated to be from $5,000 up to $10,000 must (*) have quotes from at least two sources that are based on a common list of specifications so that quotes can be compared. The Vice-President for Administrative Services or his/her designee shall obtain these quotes.

2. All expenditures for construction or goods and services estimated to be over $10,000 must (*) be publicly advertised and have sealed bid quotes from a competitive solicitation process. A competitive solicitation process requires soliciting a minimum of three (3) vendors when circumstances preclude the inclusion of a greater number. The Vice-President for Administrative Services or his/her designee shall obtain these bids.

3. The Board reserves the right to give preferential consideration to in-district bidders including awarding contracts to other than the lowest bidder.

4. Sealed bids shall state the time and date of opening.
5. Sealed bids shall be opened by the President or his/her designee(s).

6. The Board reserves the right to reject any and all bids.

7. All interested parties are invited to attend bid openings.

8. All bidders shall be informed of the results of the bid opening after the Board has taken official action.

9. (*) A situation when the product or service is practicably available only from one source and competitive bidding cannot be feasibly conducted, the Vice-President for Administrative Services or his/her designee will require justification from the department requesting the purchase via a form (see attached). This form must be completed and approved by the Vice-President for Administrative Services who will negotiate terms, price, and issue a purchase order upon Board approval.

10. This policy forbids the dismantling of a project or purchasing agreement into segments the purpose of which is to remove them from the over $10,000 threshold.

Invoices

It shall be the policy of the Board of Trustees that payment shall be made to vendors only upon the receipt of proper invoice.

Contract Purchasing

The Board of Trustees may authorize any officer(s) or agent(s) to enter into any contract or execute and deliver an instrument in the name of or on behalf of the College District, and such authority may be general or confined to specific instances.

Vendor Protest and Dispute Resolution for Sealed Bids over $10,000

In the event a vendor wishes to contest a contract awarded, the protests must be in writing and received in the Vice President for Administrative Services’ office within three (3) working days after such aggrieved person knows, or should have known, of the occurrence of the action which is protested.
In the event of a timely protest or appeal, the College shall not proceed further with the solicitation or with the award of the contract unless the Vice President for Administrative Services, after consultation with the using department, makes a written determination that the award or contract without delay is necessary to protect substantial interests of Cloud County Community College.

A formal protest must contain:

1. A specific identification of the statutory or regulatory provisions(s) that the action complained of is alleged to have violated;

2. A specific description of each act alleged to have violated the statutory or regulatory provision(s) identified above;

3. A precise statement of the relevant facts;

4. An identification of the issue or issues to be resolved;

5. Argument and authorities in support of the protest.

The Vice President for Administrative Services shall have the authority, prior to referral to the President, to settle and resolve the dispute concerning the solicitation or award of a contract. The Vice President for Administrative Services may solicit written responses to the protest from other interested parties.

If the protest is not resolved by mutual agreement, the Vice President for Administrative Services will refer the protest to the President.

1. If the President determines that no violation of rules or statutes has occurred, the President shall so inform the protesting party, the using units, and other interested parties by letter that sets forth the reasons for the determination.

2. If the President determines that a violation of the rules or statutes has occurred in a case where a contract has not been awarded, the President shall so inform the protesting party, the using unit, and other interested parties by letter which sets forth the reasons for the determination and the appropriate remedial actions.

3. If the President determines that a violation of the rules or statutes has occurred in a case where a contract has been awarded, the President shall so inform the protesting party, the using unit, and other interested parties by letter which sets forth the reasons for the determination, which may include ordering the contract void.
The President's decision will be final.

Unless good cause for delay is shown or the College determines that a protest or appeal raises issues significant to procurement practices or procedures, a protest or appeal that is not filed timely will not be considered.

Relations with Vendors

Only salesmen of materials, equipment, or services which normally would be used in the College are to be admitted to the College. The setting up of displays by those admitted must have approval of the appropriate administrative office. In no case may salesmen disturb employees during work hours without approval by the department.

Right to Waive

The Board of Trustees reserves the right to waive or deviate from these procedures (F7) for just cause.