Purchases over $25,000 Minimum Three Bids Process: All bids, regardless of the source of funds, that are estimated to be in the amount of $25,000 or more, will be advertised, require a minimum of three (3) written bids and be open for 10 -14 days.

Requester prepares a spec sheet for bid.
Spec sheet shall include all the specifications needed for the purchase. (Spec examples: size, length, capacity, representative model number)

Attach spec sheet (could be quote details) to the Purchase Requisition; approved by department head/manager and appropriate VP.

The department manager and/or the requestor shall solicit a minimum of three (3) bids from vendors. The Purchasing Coordinator may be consulted on the college’s best practices in this area as an assist to the department.

- Vendors will have 10 – 14 days to respond before bid is closed.
- The bids returned with a recommendation for a selection will be forwarded to the Purchasing Coordinator.
- Purchasing Coordinator will review and attach written bids to the Purchase Requisition.

The assembled packet with the recommended vendor will be routed to the appropriate Vice President and the Vice President of Finance and Administration for approval.

Board Approval of Contracts Greater than $250,000 and terms greater than One Year:
The board delegates authority to the President or designee per college policy to enter into contracts necessary for the daily ongoing operations of the college for contracts with aggregate values equal to or less than $250,000. Contracts with terms of greater than one year require board approval.

General Purchasing Policies