



ADMINISTRATIVE PURCHASING POLICY & GUIDELINES FOR MOTT COMMUNITY COLLEGE

I. Purpose

The purpose of this policy is to delineate the authority and responsibility of the Purchasing Department and establish the guidelines for acquiring goods and services needed to maintain the continuity of the College in its mission to provide high quality, accessible, and affordable education.

II. Scope

This policy applies to all purchases, contracts and leases made in the name of Mott Community College.

III. General

Purchasing is governed by College Policy 4410, set forth by the Board of Trustees, along with ethical purchasing guidelines set by the National Association of Educational Procurement (NAEP). The Purchasing Department is responsible for the procurement of goods and services for Mott Community College. The purchasing function is centralized for efficiency in administration and management and provides value in combining the purchasing power of the College. It is intended to assist the faculty and staff with the duties and responsibilities associated with procurement activities.

a. Responsibility

It is the responsibility of the Purchasing Department to:

- i. Follow Board Policy as well as federal, state, and local laws and regulations in regards to its purchasing practices
- ii. Promote the College as an equal opportunity purchaser and ensure that no vendor is denied equal consideration in purchasing decisions on the basis of race, religion, national origin or sex.
- iii. Ensure that consideration is given to making purchases that are in the best interest of the College in an ethical and mutually beneficial fashion
- iv. Maintain public confidence in procedures and processes used by the College in acquiring goods & services
- v. Obtain the highest quality goods & services at a price which maximizes the value of each dollar expended

b. Purchasing Authority

Except as otherwise provided in this policy, the responsibility and authority to make commitments for purchases is assigned to the Purchasing Department. This includes all contracts with suppliers regarding price, delivery, quantity requirements or other matters of a contractual nature. Such commitments are to be made only by the Purchasing staff. Mott Community College is not obligated to pay for any purchases made otherwise.

c. Standards of Conduct

The following applies to all employees of Mott Community College governing the award and administration of purchases and contracts.

- i. No employee shall participate in the selection, award, and administration of contracts or purchases when a conflict of interest is present, whether in appearance or in fact. Such a conflict would arise when the employee, any member of his or her immediate family, his or her partner, or an organization



which employs or is about to employ any of the parties indicated herein, has a financial or other material interest in the firm selected for an award.

- ii. Contractors and/or consultants that develop or draft specifications, requirements, statements of work, and invitations for bids and/or requests for proposals will be excluded from competing for such procurements. Additionally, no contractor or consultant has any authority to authorize an award on behalf of Mott Community College.
- iii. No employee will solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements. Unsolicited items of nominal value may be accepted if the item is intended to be of a promotional nature.
- iv. Violations of these standards may be cause for disciplinary action up to and including termination.

d. Requirements for Bid Solicitations

Solicitations shall clearly set forth all requirements that the bidder will fulfill in order for the bid to be evaluated by the Purchasing Department, including the following (where applicable)

- i. a clear and accurate description of the technical requirements for the material, product or service to be purchased
- ii. a description of the technical requirements in terms of functions to be performed or performance required (as appropriate), including the range of acceptable standards
- iii. specific features required if allowing an alternative to a “brand name” product or service
- iv. requirements which the bidder must fulfill
- v. preference for alternative products and services that conserve natural resources, protect the environment and are energy efficient, to the extent such products and services are reasonable and economically feasible
- vi. all other relevant factors to be used in evaluating bids or proposals

e. Specification Completeness

Each employee requesting approval of a purchase is responsible for the accuracy and completeness of the information supporting their requisition.

f. Bid Process

i. Simplified Purchases

1. Purchases less than \$2,500 may be awarded directly to the vendor specified on the requisition (with the exception of purchases made under grants with specific purchasing guidelines)
2. Purchasing may delegate authority through the issuance of a Limited Purchase Order (not to exceed \$1,000) or a Purchasing Card
3. Purchases exceeding \$2,500 but not more than \$29,000 require bids or quotes from not less than three (3) vendors
4. Purchases exceeding \$29,000 require a formal **sealed bid** response following a publicly advertised solicitation
 - a. Purchases defined as supplies, equipment, furniture, vehicles or services exceeding \$58,000 also require approval from the Board of Trustees



5. Bids and/or quotes are not required for purchases under an existing contract with the College, a public agency, or a cooperative agreement with which the College is a member
 6. Other purchases exempt from the bid/quote process include purchases made in cases of emergency involving the safety of persons, protection of property or the immediate restoration of service to minimize interruption to College activities
 7. Purchases may not be divided into separate orders (transaction splitting) with the intent to circumvent the guidelines governing the bid process
- ii. **Construction & Maintenance**
 1. Facilities-related construction and maintenance purchases exceeding \$87,000 require approval from the Board of Trustees
 2. Maintenance/service contracts for specific equipment may be purchased from the manufacturer or supplier without competitive bidding
 - iii. **Emergency Purchases**
 1. Emergency purchases require the approval of the President or his/her designee
 2. Emergency shall be defined as an occurrence or need that presents a physical hazard to students, faculty, staff or the general public, a physical plant problem that would impede or shut down operation of a facility, or a systems failure that would seriously impair any critical function of the college which could not reasonably be delayed 24 hours
 3. Pursuant to Board Policy 2100, subsection 11, the President may request a waiver of Board Policy in cases where delaying a purchase of \$58,000 or more until the next regularly scheduled Board meeting or until a special meeting is called would result in a material undue expense, or in cases of an emergency
 - iv. **Blanket Purchases**
 1. Contracts and blanket orders shall comply with the provisions of this policy. Blanket orders will be reissued annually, if necessary.
 - v. **Sole Source Purchases**
 1. Sole source purchases will be minimized, justified and documented. A *Sole Source Justification Form* must be completed, approved and filed with the Purchasing Department.
- g. Preference for Vendors located within the Mott Community College District**
All other factors being equal, vendors paying taxes within the Mott Community College District shall receive a half percent ($\frac{1}{2}$ %) preference, up to \$1,000 in total. This calculation shall be a reduction of $\frac{1}{2}$ % of the total value of their bid, up to a maximum discount of \$1,000. If this preference, in the evaluation of the bids, changes the position of the vendor to the lowest bidder, they may be awarded the bid.
- i. Qualifications for vendors in the Mott Community College District:
 1. Pay property taxes on real property located within the Mott Community College tax district
 2. Preference statement to be included with the submission of any quote or bid



- ii. Any bidder located within the Mott Community College District awarded a contract pursuant to this clause shall agree to make available to the College the records necessary to establish such eligibility.
- h. No contract awarded pursuant to this clause shall be sublet in any manner that permits 50% or more of the dollar value of the contract to be performed by a subcontractor or subcontractors who do not meet the definition of located within the Mott Community College District.
- i. **Awarding of Purchases and Contracts**
Awards shall be made to the bidder whose bid is responsive to the solicitation and is most advantageous to Mott Community College – price, quality and other factors considered.
 - i. Positive efforts shall be made to utilize small businesses, minority-owned firms and women’s business enterprises whenever possible and feasible
 - ii. Any and all bids or offers may be rejected when it is in the College’s interest to do so.

IV. Purchases for Personal Use

Purchases made for personal use and all unauthorized purchases are not allowed. No employee or student of the college may obligate the Board for any purchase which has not been approved by the Purchasing Department or is not in compliance with the College’s Administrative Purchasing Policy.

V. Waiver of this Policy

A waiver of any of the provisions of this policy, other than previously stated, may only be approved by the President.

VI. Implementation

The College’s Supervisor of Purchasing is responsible for preparing procedures to implement this policy.