

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Fiscal Affairs 300.0000.14
SUBSECTION: Expenditures 330.0000.04

Bid Solicitation
Policy Number: 330.0501.04

POLICY

It shall be the general policy of the Board to ask for competitive formal sealed bids on all equipment and supply purchases exceeding the amount of \$7,500 and construction projects exceeding the amount of \$25,000. Non-budgeted items shall be brought to the Board for review and actions.

The Board may, at its discretion and in compliance with this policy, procure additional quantities of an item without competitive formal sealed bids if substantially the same item has been formally bid within the previous six months.

Informal bidding (phone quotations or written quotations from at least two suppliers or contractors) must accompany equipment and supply purchases exceeding \$2,500 but less than the competitive formal sealed bid threshold and construction projects exceeding \$10,000, but less than the competitive formal sealed bid threshold. The Treasurer may order supplies and equipment without formal or informal bid requirements for items up to \$2,500 and may order construction work without formal or informal bid requirements up to \$10,000.

Items shall be considered as a single whole and cannot be divided or fractionated in order to produce several contracts which are an estimated value under that required for competitive bidding.

The Board shall have the exclusive authority to determine which bids provide greatest value to the Area. The Board reserves the right to consider the value of attributes exceeding minimum specifications in determining greatest value.

In the event only one bid is received, the Board may, at its discretion, authorize competitive negotiation as the most cost effective method of procurement.

The Board reserves the right to reject any and all bids and waive informalities and technicalities.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 2004

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: