

<b>Central Texas College Materials Management Policy and Procedures Manual</b>	<b>Policy No. 110 July 2011</b>
<b>Bidding Procedures</b>	

## I. GENERAL

Section V. Policy No. 100 establishes levels of procurement which are dictated by the laws of the Federal government, the State of Texas and policies of the Central Texas College District Board of Trustees. Level III purchases, as established in Section V.C, require a formal bid, unless the material or service is available under a Texas Building and Procurement Commission (TBPC) contract or the Catalog Information Systems Vendor (CISV) program, in which case the state programs *may* be used to procure the material or service.

All contracts proposed to be made, except those TBPC contracts or contracts resulting from use of the CISV program stated above, shall be submitted to competitive bidding when personal property or services is valued at \$25,000 or more. Personal property is interpreted as meaning related classes or types of items, or consumable supplies such as vehicles, furniture, computers, office supplies, HVAC supplies, lumber, etc. This requirement is applicable to a one time purchase such as a vehicle(s) or the aggregate purchase of supplies over a 12 month period. The meaning of a 12 month period is the District fiscal year, September 1 through August 31.

## II. PROCEDURES

After determining that an item should be competitively bid, the following procedure will be followed:

- A. Detailed specifications, prepared by the requesting department, describing the item(s) or services to be purchased must be prepared in accordance with the guidelines listed below, and forwarded to the Purchasing Department.
  1. Bid specifications should not include brand names, unless it is not possible to describe the item without including an inordinate amount of technical data. An example may be an F-150 Ford Truck. If it is necessary for clarity to include a brand name, the words *or equal* must follow the brand name. In this example your specification would be F-150 Ford Truck, *or equal*. This tells the Chevrolet, Dodge, etc. vendors that what you are bidding is a One Half Ton Truck and they may bid. The key is that, if at all possible, maximum competition for the product must be realized.

However, if you want a Ford truck, because of standardization requirements, you may specify a brand name without the *or equal*, because

there are multiple Ford dealers among whom there can be price competition. If you have any questions, please call the Purchasing Department.

2. Industrial standards should be utilized whenever possible.
  3. Any relevant prints, diagrams, and/or samples should be attached in sufficient quantity to be provided to all potential vendors, unless they are too large to mail. In the latter case, the specifications should verbally describe the item or services requested and state that those vendors desiring to participate may pick up detailed bid specifications.
  4. A suggested vendors list must be attached and is particularly important for unusual items, such as laboratory microscopes. The Purchasing Department will expand the list within its resources.
- B. The Purchasing Department will determine the type of solicitation to be issued, based on the items to be purchased and the estimated cost. Material items will be purchased using the Invitation to Bid (IFB) or Request for Proposal (RFP). The IFB is applicable to items in which cost is the dominant factor. Examples may be vehicles, HVAC equipment, microscopes, etc. All bids for services and certain bids for material will be processed using the RFP format, which allows the District to consider factors other than cost. An example of a material item for which the RFP may be used is computers, because compatibility, reliability, and availability may be the dominant factors. Regardless of which general category of solicitation is issued, the determining factor for award is *best value* to the District.

### III. EVALUATION

At the appointed time all offers will be opened and the evaluation process begun. In the case of IFBs, price, assuming product specifications have been met, will be the determining factor; however, in certain cases a product of higher cost but significantly better quality will be selected. Also, deliverability and vendor reliability may be determining consideration. These exceptions should be well documented.

RFPs must state what factors will be considered during the evaluation of the proposals. The evaluation factors should consist of those items that the requestor believes are necessary for the product or service to meet the goals required during the item's or individual's term of service. This may include, but is not limited to price, availability, delivery schedule, qualifications, financial ability, etc. In most cases, the bids will be sent to the requesting department for evaluation. However, those for large construction services or those that impact more than one element of the college, an evaluation committee will be formed.

Further, when a solicitation is issued for professional services reporting directly to the Board of Trustees, the Chancellor will afford each Board member the opportunity to serve on the evaluation committee. The Chancellor, in coordination with the President of the Board of Trustees, will assign the committee chairperson and administrative members of the committee. When the committee has completed its evaluation, the chairperson will submit the findings, along with the evaluation sheets, to the Director of Business Services, who will prepare the committee's recommendation for Board action as appropriate.

**Note:** If the award amount is \$25,000 or more, Board of Trustees approval is required.

#### **IV. OVERSEAS LOCATIONS**

Prepare detailed bid specifications following the guidelines listed in Section II, A and B, above and forward to the Central Campus Purchasing Department, along with justification for the purchase.

- A. Upon receipt, the Purchasing Department will coordinate the justification with the Deputy Chancellor, Campus Operations, and review the specifications. If necessary, appropriate systems departments will be involved in the review to ensure conformity to established standards. When approved, the specifications will be returned to the Overseas Campus for implementation of the bid process.
- B. Upon completion of the bid process, the Overseas Campus will return all bids to the Purchasing Department, along with a recommended vendor.
- C. The Purchasing Department will analyze the bids and in coordination with the Deputy Chancellor for Campus Operations, identify the bid that offers the *best value* to the District. If the bid selected is less than \$25,000, the Purchasing Department will notify the campus of the vendor selected and the total price. The campus will then initiate the requisition. If the total bid price is \$25,000 or more, a bid summary will be prepared and submitted as an item for consideration at the next Board of Trustees meeting. Upon approval of the Board, the procedures stated for bids less than \$25,000 will be followed.

#### **IV. VENDOR PERFORMANCE**

Departmental users shall be responsible for monitoring vendor performance and notifying the Director of Business Services, in writing, if performance falls below that required by the contract. Upon notification, the Director will notify the vendor, in writing, of the performance shortfall in specific terms as identified by the using department. If the vendor performance does not improve to a satisfactory level within a reasonable period of

time (30-60 days), the Director of Business Services and legal counsel will inform the vendor of contract termination and issue a new solicitation.

**V. COOPERATIVE PURCHASING CONTRACTS**

The District participates in several cooperative purchasing programs that offer volume discounts for items commonly purchased by a number of public entities. Purchases made off of these contracts meet the competitive bid requirements set forth by the State statutes. These contracts are typically used for smaller dollar purchases where it is not cost effective for the District to put out a bid for an annual contract. These contracts can be used to obtain pricing for those items above the \$10,000 threshold for competitive bidding. Following is a list of the cooperative programs that the District participates in:

- A. Texas Building and Procurement Commission (TBPC)
- B. The Cooperative Purchasing Network (TCPN)
- C. Buyboard
- D. Central Texas Purchasing Cooperative