

COLLEGE OF CENTRAL FLORIDA

**Purchasing  
Department  
Reference  
Manual**



COLLEGE *of*  
CENTRAL  
FLORIDA

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## **FOREWORD**

The Purchasing Department of College of Central Florida has prepared this Purchasing Manual for use by all employees and representatives of the College. It is designed for employees and representatives involved in requesting, ordering, receiving and/or paying for goods, services and construction needed by campuses and departments. It is intended as a guide to point out the duties and responsibilities of all employees and representatives to help maintain the College's reputation for fairness and integrity.

To have a good purchasing program, all personnel involved must work as a team, and cooperation with one another is all-important. Those individuals whose duties require them to become a part of the purchasing cycle must be totally aware of the program and with the employees of the Purchasing Department who can help guide them through the purchasing process.

For efficient operation of the purchasing function, it is essential for all concerned to have a clear definition and understanding of its aims and purposes. The purpose of this manual is to point out College Policy and Procedure in respect to purchasing and to serve as a general framework within which consistent sound business decisions can be made. The policies and procedures outlined in this manual are all within the structure of Department of Education Rule, Florida Statute and College of Central Florida District Board of Trustee Policy.

The purchasing function involves the purchase of materials, supplies, equipment and services at the lowest possible cost consistent with the quality needed for the proper operation of our schools and departments. To achieve this objective, the purchasing function seeks to foster as much competition as possible. In doing so, it adopts the goal of fairness to ensure that the process is open to all who want to compete for our business.

Finally, the goal of integrity is woven throughout the purchasing cycle, in order to maintain the public's trust. This goal is achieved by complying with a code of ethics and all applicable legal requirements.

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## College of Central Florida

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*College of Central Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate Degree.*

*The College is also a member of:*

- *Alliance of Community College Innovation*
- *American Association of Community Colleges*
- *American Council on International Education*
- *Association of Community College Trustees*
- *Florida Association of Colleges and Universities*
- *Florida Association of Community Colleges*
- *National Junior College Athletic Association*
- *National League for Nursing*

*As an equal opportunity employer, College of Central Florida is committed to equal opportunity and supports a drug-free environment. All qualified applicants including members of protected class groups are encouraged to apply. Upon request, College of Central Florida makes reasonable accommodations for persons with disabilities.*

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## Introduction

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College of Central Florida has established a centralized Purchasing Department to perform the College's purchasing functions in compliance with Florida Statute and State Board of Education Rules. The Director of Purchasing has the responsibility to prescribe uniform procedures for requisitioning, receiving and distribution for supplies, materials, equipment and services in accordance with all applicable laws, rules, regulations and policies. The procedures contained in this manual are applicable to all College personnel involved in the requisitioning, receiving and replacement of supplies, material, equipment and services.

This purchasing manual, developed by the purchasing department of College of Central Florida, will aid all employees directly or indirectly associated with the functions of purchasing. Since rules and regulations are necessary for the proper operation of the public purchasing function, it is essential that all who are involved be well informed. This manual will explain and facilitate understanding of the functions, policies and procedures of the purchasing department. It shall also serve as a tool in personnel training regarding acquisition of goods and services.

The Purchasing Department has a Web page which contains Purchasing bulletins, a copy of the Purchasing Manual, current Purchasing staff, commodity lists and other relevant Purchasing information available online. The purchasing department will maintain and update the purchasing manual, as well as post all official updates and applicable forms on the College of Central Florida website. Vendors interested in doing business with the College can go to the Purchasing Department's Web page and, at no charge, download the solicitations that they are interested in reviewing. The website is:

<http://www.cf.edu/departments/admin/purchasing/>

The purchasing function involves the procurement of materials, supplies, equipment and services at the lowest possible cost, consistent with the quality needed to meet the required standards established and approved by the president's staff and the College of Central Florida District Board of Trustees (DBoT). This function is the sole responsibility of the purchasing department. Our goal is the promotion of the best interests of College of Central Florida through intelligent action and fair dealings.

There are approved college forms to support the on-line system to communicate department requirements for goods/services to the purchasing department and to implement the purchasing procedure used in contracting with third parties. This manual presents these forms and explains their use at College of Central Florida.

All College of Central Florida departments and the purchasing department must work together as a team to accomplish the purchasing tasks in a timely basis. The purchasing department encourages your assistance in reaching this goal.

## College of Central Florida Purchasing Department

### Purchasing Staff

The Purchasing Department is a support department with the major goal to assist the College and all departments through the purchasing cycle, in order to obtain within legal guidelines, at the lowest possible cost, the goods and services required for optimum operation. With this goal in mind, listed below is the purchasing staff that can assist you with your day-to-day purchasing requirements:

Stewart E. Trautman	Director of Purchasing	(352) 237-2111 Ext. 1227
William J. Ponko	Purchasing Agent	(352) 237-2111 Ext. 1368
Pamela A. Halsey	Staff Assistant IV	(352) 237-2111 Ext. 1527

### *The Mission of the Purchasing Department*

*The primary responsibility of College of Central Florida Purchasing Department is to make the most economic and advantageous acquisitions of the best-quality goods and services, in an open, ethical and efficient manner, while supporting the College in meeting its stated Vision, Mission and Community-based goals and objectives*

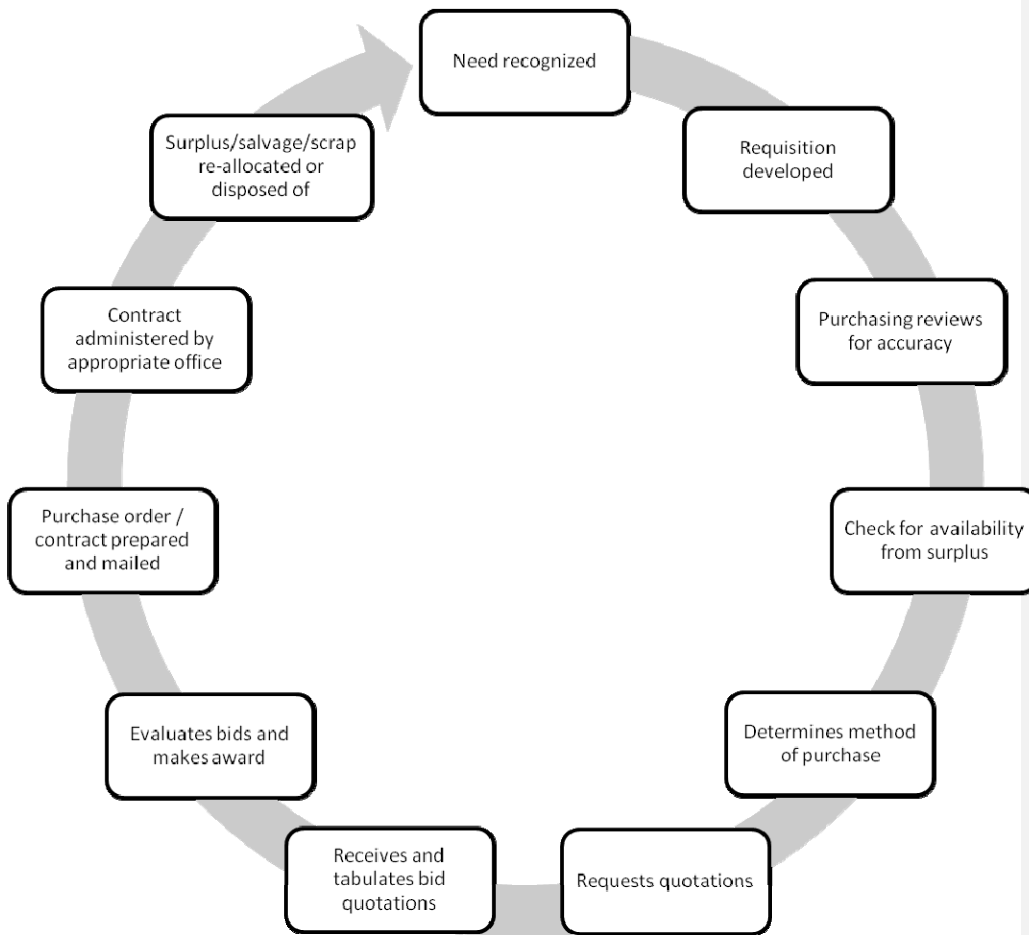
### *The purchasing process at COLLEGE OF CENTRAL FLORIDA*

- College of Central Florida departments determine their requirements for goods and services.
- Departments communicate those requirements to the purchasing department via the requisition system.
- The purchasing department obtains competitive pricing, maintain vendor contacts, and select sources of commodities and services.
- The college attorney reviews all contracts.
- The purchasing department issues purchase orders.
- Central receiving or the receiving department receives and inspect materials.
- Accounts payable processes payment to the vendor.

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## The Purchasing Cycle

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## Authority

### ***General***

The District Board of Trustees (DBoT) of College of Central Florida shall be responsible for establishing the policies for the purchase of commodities and services for College of Central Florida in accordance with:

- State of Florida Board of Education Administrative Rule 6A-14.0734 - Procurement Requirements
- Florida Statutes, Chapter 287 - Procurement of Personal Property and Services

The president (or designee – the vice-president of administration and finance) shall be responsible to act for the DBoT to establish procedures for purchasing of commodities and services. The president of College of Central Florida recognizes centralized purchasing as a necessary function of effective public service, and, therefore, declares via delegation through the vice president of administration and finance that it shall be the responsibility of the purchasing agent to centralize the purchase of all supplies, equipment, services and construction for all departments at College of Central Florida. The purchasing agent may delegate limited authority to other purchasing department personnel. Such delegation shall be in written form, addressed to the comptroller, indicating specific levels of signature authority.

The President's Authority to Sign Contracts and Agreements, gives the president authorization to sign documents, agreements contracts, instruments of payment, and conveyances reflecting actions approved or authorized by the District Board of Trustees. The president has authorization to enter into and sign contracts up to \$325,000 on behalf of the board and to make or authorize the making of purchases exempted from bidding requirements. The president is also authorized to waive competitive solicitation requirements and make purchases, as necessary, in emergencies when there is an imminent threat to students, employees, or public safety; or in cases, when necessary, to prevent damage to facilities caused by an unexpected circumstance, or as otherwise allowed by the above noted DBoT and State of Florida rules and statutes.

### ***Applicability/Approval***

The procedures contained herein are applicable to all College of Central Florida employees for all procurements of goods and services, regardless of the source of funding. The president's cabinet has reviewed and approved this purchasing manual.

### ***Authorized Purchases***

A fully executed purchase order, purchase card payment, or check request is required prior to placing an order, delivery, pick up of goods, or performance of services.

### ***Unauthorized Purchases***

It is a violation of college policy to obtain goods and/or services before the requisition and purchase order are processed and approved. The Office of the Auditor General is extremely critical of departures from policy.

Requests for payment for unauthorized purchases require a written statement explaining the reason(s) for the departure from procedures. The budget supervisor must sign a written statement on the check request form or on the receiving report for purchase orders. Excessive abuse of the policies and procedures is brought to the attention of the appropriate vice president.

If a requisition is declined, the financial obligation resultant of the unauthorized purchase is and remains the **personal responsibility of the person who made the purchase**.

Use of state funds for greeting cards is prohibited (Florida Statute 286.27). No state funds shall be expended for the purchase, preparation, printing, or mailing of any card the sole purpose of which is to convey holiday greetings.

Any employee found to have violated any policy of the college may be subject to disciplinary action.

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## **Responsibilities and functions**

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### ***Responsibilities of the Purchasing Department***

The primary function of the Purchasing Department is to purchase supplies, materials, equipment and services required and to ensure that maximum value to College of Central Florida for each dollar spent. However the Purchasing Department shall also:

- Draft, update, and administer purchasing policies
- Purchase all supplies, equipment, and services needed by all campuses and departments.
- Purchase capital improvement construction projects as needed by all schools and departments.
- Study market trends, review current developments, literature and technical sources of information and interview vendors to determine source of supplies.
- Determine the proper and most effective purchasing method for the required supplies, equipment and services to take maximum advantage of competitive bidding, volume discounts and special pricing agreements.
- Prepare, in conjunction with the end user, complete specifications in order to release an Invitation to Bid (bid) or Request for Proposal (RFP), for the required supplies, equipment and services.
- Receive, open, tabulate, evaluate and recommend bids and requests for proposals that are in the best interest of the College.
- Issue purchase orders, contracts or negotiated contracts as awarded by the DBoT.
- Administer requests for emergency purchases and sole source purchases
- Track expenditures against all bids, requests for proposals and other Board awarded contracts to ensure that the amount of purchase orders released does not exceed the estimated amount approved by the DBoT.
- Coordinate and maintain all files and records
- Deal fairly with all potential sources of supply or services
- Obtain goods and services in an efficient and businesslike manner

- Consolidate purchases of like or common items
- Obtain fair prices for materials, equipment, supplies and services
- Define how to affect cost savings and coordinate purchasing and contracting procedures for College of Central Florida

### *Specific Duties and Functions of the Purchasing Department*

- **Policies and procedures:** Develop purchasing objectives, policies, programs and procedures for the purchase and contracting for all materials, supplies, equipment and services. Prescribe, maintain, and publish a standard purchasing manual for College of Central Florida. The purchasing manual is responsible for posting and maintaining the purchasing manual in its entirety on the purchasing department's website.
- **Representation:** Act as College of Central Florida's representative on all matters pertaining to purchasing and contracts.
- **Coordinate:** Coordinate the procurement of commodities and services for the academic and administrative departments, and facilities construction.
- **Specifications:** Review, assemble, and finalize specifications and technical requirements in cooperation with College of Central Florida departments which are subsequently included in invitations to bid, requests for proposals, and/or requests for quotations. The purchasing department shall assist other College of Central Florida departments in ascertaining the appropriate quality, quantity, and kind of materials requisitioned.
- **Consolidation of purchases:** Consolidate requisitions and purchases of like or common items to obtain the maximum economical benefits and cost savings, and explore the possibilities of buying "in bulk" to take full advantage of quantity discounts. Such consolidations may include requirements of a single department, or be multi-departmental.
- **Standardization:** Work with other departments to establish standardization of materials, supplies and equipment where practicable within a competitive environment.
- **Ensure competition:** Maintain and develop sources of supply to ensure that College of Central Florida departments have an adequate number of vendors from which to obtain goods and services. Secure competitive pricing when possible to obtain maximum value from the expenditure of College of Central Florida funds.
- **Formal procurements:** Administer all formal procurements and assist College of Central Florida departments with managing any subsequent contracts that result, as time permits. A formal procurement is any publicly advertised procurement; i.e., competitive sealed bidding, requests for qualifications, and competitive sealed proposals.
- **Quotation support:** Secure competitive bids when possible to obtain maximum value from the expenditures of college. The purchasing department may perform this function, if the College of Central Florida departments do not provide quotes.
- **Expediting:** Expedite the delivery of purchases to College of Central Florida departments when requested.
- **Vendor relations:** Promote goodwill between College of Central Florida and its vendors. Encourage full and open competition wherever possible. Ensure fair and equitable business dealings with all vendors. All vendors are afforded equal opportunity to quote and compete in public bidding.

- **Vendor performance:** Ensure that College of Central Florida buys only from vendors who are financially stable, have high ethical standards, and have a record of adhering to specifications, maintaining shipping promises, and giving a full measure of service.
- **Complaints:** Handle complaints regarding purchases, and negotiate the return of merchandise and/or other settlement.
- **Disqualification of bidders:** Identify vendors who default on their contracts with College of Central Florida; make no purchases from said vendors for a period of up to three (3) years (suspension of vendor) unless the District Board of Trustees (DBoT) expressly waives this prohibition.
- **Purchasing analysis:** Keep informed of current developments in the field of purchasing, including but not limited to prices, market conditions and new products, and secure for College of Central Florida the benefits of research conducted in the field of purchasing by other public jurisdictions, national technical societies, trade associations, and private businesses and organizations.
- **Compliance with laws:** Ensure that all purchases are made in compliance with applicable statutes, rules, regulations and policies.
- **Training:** Train department personnel regarding purchasing and contract procedures, and the Jenzabar system as needed.
- **Purchasing card:** Establish and manage the operational procedures for the purchasing card system.

***Responsibilities of the Administrators and Department Heads:***

The duties and responsibilities of the Administrators and Department Heads include, but are not limited to, the following:

- To train all personnel involved in the purchasing process in the implementation of the procedures of this manual. Purchasing Staff will be available to assist in this area.
- To insure that only authorized items and services are requisitioned and/or purchased.
- To insure that supplies, materials and equipment are not requested or accumulated beyond actual needs.
- To receive supplies and materials in a timely manner to insure prompt payment.

***Responsibilities of all College Personnel:***

Conservation, preventive maintenance, safeguarding, recovery, repair and salvage of supplies and equipment are the responsibility of all college personnel.

***Rules Governing the Procurement of Goods and Services:***

- All requests for goods and/or services, and all purchases will be made through and by the purchasing department except as otherwise exempted by the purchasing manual. Authority to request price quotes for small purchases (less than Category 3 – *Florida Statute 287.017*) may be delegated to College of Central Florida departments.

- It is **prohibited** for a College of Central Florida employee to purchase any materials, supplies, equipment, contractual services, or make any contract other than through the purchasing department without prior written authority, or as specifically delegated herein. Any purchase, contract, or order made contrary to the provisions herein shall not be approved and College of Central Florida may not be bound.
- **Questionable requisitions:** All purchases shall be for the use/operations of College of Central Florida, and in the college's best interest. The purchasing department shall refer all questionable requests for purchases to the associate dean of administration and finance/comptroller for approval prior to purchase.
- **Fulfill the needs:** Ensure that the commodities and services requested are specified to meet the precise needs of the College of Central Florida departments. Review all requisitions to ensure that commodities and services requested are consistent with the purpose for which the funds were appropriated.
- **Volume purchasing:** Purchases shall be combined, when appropriate, for bidding and quantity discount pricing. Examples: office supplies, copying, and printing services.
- **Split orders:** No contract, purchase, or group of requisitions shall be subdivided to avoid bid and quotation requirements. Splitting requisitions, which entails inputting separate requisitions from the same department for the same vendor for goods or services of similar nature over a period of one month is not allowed. The purchasing department shall strive to ensure that orders are not "split" to circumvent the requirement for obtaining competitive prices.
- **Blanket purchase orders:** Each blanket purchase order shall include the total annual anticipated expenditure for that specific vendor for the College of Central Florida department. Monitoring and auditing of the utilization of blanket purchase orders will be conducted by purchasing and accounts payable staff.

#### *Service Agency*

The purchasing department is a service agency that supports all departments of College of Central Florida. The Purchasing Department must be kept informed of all requirements as promptly as possible to provide the best service to its customers. Suggestions for improved methods and new ideas concerning these procedures are encouraged and welcomed.

#### *Deviations*

Deviations from the procedures prescribed herein shall not be made without prior approval of the Director of Purchasing.

## Conflict of Interest

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Florida Statute 112.313, Doing Business with One's Agency, outlines the standards for College of Central Florida employees. No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest. Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision.

No college employee shall disclose or use information not available to members of the general public and gained by reason of his or her official position for his or her personal gain or benefit or for the personal gain or benefit of any other person or business entity.

To prevent a Conflict of Interest, no college employee or DBoT member, who has financial interest in a vendor company, shall knowingly recommend purchases from such a company.

Also no employee or other college representative will give written or oral endorsement in the name of the college to any product or service for personal gain.

## Ethics

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Purchasing department personnel shall exercise sound business judgment and maintain the highest ethical and moral standards in the conduct of College of Central Florida business and personal affairs.

Purchasing department personnel must discharge their duties impartially to assure fair and open competition between responsible vendors. Moreover, they must conduct themselves in such a manner as to foster confidence in the integrity of College of Central Florida.

***Florida Statute 112.313, Standard of Conduct for Public Officers, Employees of Agencies, and Local Government Attorneys***, outlines the standards for College of Central Florida employees. No public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby.

***Reporting and Investigation of Suspected Misconduct, Fraud, or Other Illegal Acts, Ethical Behavior and Reporting of Suspected Misconduct, Fraud, or Other Illegal Acts in the Workplace***, identify the specific procedures for reporting and investigating perceived or known misconduct or unethical behavior. Employees at all levels are responsible for exercising due diligence and control to prevent, detect, and report such inappropriate conduct. College employees are expected to conform to Florida Statutes regarding *Codes of Ethics*, to include the legislative intent expressed in Section 112.311(6). It is the responsibility of all employees to conduct their College business in an honest and ethical manner. Employees must also be alert to the possibilities for fraud and be on guard for any indications that improper or dishonest activity is taking place.

## ***Gifts***

No person employed by the College shall accept any gratuity of any value, or proceeds from any merchandise sold on College property or on College time, to College personnel or to students; or from the sale to College personnel or students of any commodity required in fulfillment of their employment or scholastic obligations. The acceptance of gratuities may, upon substantiation, be a basis for termination of employment and the termination of any business relationship by the College with any person, agency, or organization that may be involved.

## ***North Florida NIGP***

The Purchasing Department is a member in good standing with the North Florida Chapter of the National Institute of Governmental Purchasing (NIGP) and as such believes in and adheres to the following Code of Ethics:

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization.

Seeks or accepts a position as head or employee only when fully in accord with the professional principle applicable thereto, and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.

Believes in the dignity and worth of the service rendered by the organization and the societal responsibilities assumed as a trusted public servant.

Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.

Believes the personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.

Identifies and eliminates participants of any individual in operational situations where a conflict of interest may be involved.

Believes that members of the Institute and its staff should at no time or under any circumstances accept directly or indirectly, gifts, gratuities, or other things of value from suppliers which might influence or appear to influence purchasing decisions.

Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.

Resists encroachment on control of personnel in order to preserve integrity as a professional manager. Handles all personnel matters on a merit basis. Politics, religion, ethnicity, gender and age carry no weight in personnel administration in the agency being directed or served.

Seeks or dispenses no personal favors. Handles each administrative problem objectively and emphatically without discrimination.

Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.

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## Budgetary Responsibilities

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### ***Budget Sources***

College funds must be handled in accordance with college policy. Although budgetary units are allocated funds in their budgets for the fiscal year, this allocation is only an authority to ***requisition, not to purchase***.

### ***Account Numbers***

Account numbers are assigned in accordance with the “State Accounting Manual for Florida’s Public Community Colleges.”

### ***Budget Supervisor Responsibility***

It is each budget supervisor’s responsibility to monitor his or her budget and expenditures. This responsibility will include Jenzabar department ledger balances for expenses and outstanding encumbrances, ensuring that items are charged to the correct general ledger (GLC) codes and submitting change orders or budget amendments whenever necessary and appropriate.

Budget amendments are necessary whenever a budget is not adequate for a desired expenditure. Budget reallocations are used to move funds from one department to another or from one GLC code to another within a department. Funds cannot be moved between personnel, current expenditures, and capital outlay functions without prior approval.

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## Jenzabar Access

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### ***Procedure***

In order to be authorized to enter or approve requisitions, you must first be provided access to the Jenzabar System.

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## Grants and Restricted Funds

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### ***General***

All purchases, regardless of the funding source, including grant funds, shall be made in accordance with the guidelines set forth in this purchasing manual.

Each grant may have additional purchasing procedures that apply. The budget supervisor must take steps to assure they are aware of all requirements.

### ***Adherence to Procedures***

Purchases that are made utilizing state and federal grants and contracts monies shall comply with this purchasing manual and applicable state and federal laws, as well as grant guidelines and provisions. These shall include, but are not limited to, the following:

- Office of Management and Budget - OMB Circulars A-21, A-110, A-128, and A-133;
- The Davis-Bacon Act;

- Drug-Free Workplace Act;
- Florida Greenbook; and
- Requirements of Debarment and Suspension.

Contracts administered under the provisions of the Davis-Bacon Act shall require certification of compliance from the architect and/or the engineer, who shall establish procedures sufficient to document such compliance.

### ***Responsibility***

Each budget head who administers a state or federal grant at College of Central Florida is responsible for knowledge of, and compliance with, those regulations that pertain to his/her specific grant. The signature and/or approval of the budget head shall indicate that the purchase is being made in full compliance.

The business office will provide secondary review for such compliance.

### ***Federal Grants***

In accordance with presidential Executive Order 12549, “Debarment and Suspension”, the following vendors shall provide certification that they are not debarred or suspended from participation in federal grants:

- Federal grant sub-grantees;
- Contractors providing goods and services exceeding \$25,000 ;
- Contracts with vendors with critical influence or control over the grant.

A certification form will be mailed to the vendor, along with the contract and/or purchase order.

### ***Foundation Funded Purchases***

All purchases for which the Foundation shall reimburse College of Central Florida shall be made in accordance with the guidelines set forth in this purchasing manual.

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## **Requisitions**

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### ***General***

The requisition serves to:

- Inform the purchasing department of the College of Central Florida departments’ needs;
- Correctly and completely identify the item(s) or service(s) required;
- Provide certification that funds have been budgeted to meet the need;
- Signify authority to charge a specific account number(s).

Information presented on the requisition provides the basis for Invitations to Bid (Bid) or Request for Proposals (RFP) sent to bidders supplying the needed goods or services. The requisition serves to inform the Purchasing Department of the needs of the campus/department and to fully define the material or services requested. An accurate and well-planned requisition will insure the completion of an economical and timely purchasing transaction.

### ***Pre Planning***

- Always invest a sufficient amount of time in planning and preparing your requisition for the items or services needed. Remember your requisition will determine what you will receive and how quickly you will receive it. Any additional information you supply to the Purchasing Department will help the purchasing process flow smoothly. (i.e., suggested vendors, manufacturer or model numbers, previous purchase orders, Bid number or Board Approved Date, brochures or literature, etc.) However, if a school/department has critical, complex or expensive requirements coordinate with the Purchasing Department prior to the issuance of the requisition.
- The formal bid or RFP process from the time of receipt of specifications to Board approval may take 60 - 90 days. Administrative lead-time for purchasing includes preparation of the bid or proposal documents and review by the using department prior to release (mailing).
- Use the rule, "Five W's and an H," when preparing a requisition.
- *Who:* Who needs it? Who will receive the goods or services? Who will administer the contract and assure compliance by the vendor? Who are the recommended vendors? Who is authorized to approve the Requisition?
- *What:* What is needed? (Item, service, installation, training, warranty) What are the critical features that the school/department must have? What funds will be used to pay for the item? What is the budget estimate? What are the criteria for acceptance or rejection?
- *Where:* Where must the item be delivered? Where will it be used?
- *When:* When must the item arrive? When will the school/department personnel be at the location to receive the item?
- *Why:* Why is the item needed? Why is the delivery time important? Why are certain features important?
- *How:* How is the item to be used? How is it to be packaged for delivery?

### ***Input of Requisition***

Requisitions are initiated by the College of Central Florida department via input into Jenzabar. All requisitions will be assigned a requisition number automatically by the system when the data is entered. No hard copy is generated. The requisition number cannot be given to the vendor; it is used by college staff only.

The requisition must include the following:

- The name, address, and contact information for a new vendor or the vendor number of an existing vendor
- The date originated and the date required (this is done by Jenzabar or specific dates may be requested)
- Quantity needed and unit measure
- Unit price and total price

- A complete description of the service being performed or the items being ordered (Make and model number, color, finish, and voltage, etc.). Each item being purchased is listed separately, unless a blanket purchase order is being requested.
- Freight/shipping information should be listed separately as an item
- Delivery location(s)
- The department cost center code and GLC code to be charged for each item. This provides necessary information for encumbering funds and serves as a control to prevent overspending the available budget. This information also provides the receiving department with necessary information for delivery to the ordering department.
- Bid # and/or Board Approval Date.

It is the responsibility of the cost center budget supervisor to ensure that the requisition is for a proper and necessary purchase, that the correct department code(s) and GLC code(s) are used, and that the budget is adequate.

All approvals are electronically before the purchasing agent will issue a purchase order. Requisitions for restricted funds (2 and 7) will have additional review and approval by the appropriate financial services personnel.

Requisitions should be prepared far enough in advance to avoid creating an emergency. This will allow adequate time for the purchasing department to:

- Review it for completeness and clarity
- Notify the College of Central Florida end user if the information provided is inadequate
- Recommend changes in specifications, and/or substitutions of functionally equivalent items available that may better perform the job
- Secure competitive prices for the best material, at the right price, and in time to meet the anticipated need

It is the purchasing department's responsibility to procure the requisitioned material and or services in a timely, efficient and cost effective manner using the information supplied by the requisitioning department. If more information is needed and/or the items requested are not available, the purchasing department will contact the requisitioning department for direction. College of Central Florida departments must work with the purchasing department as a team to accomplish the task. The expert assistance of the requisitioning College of Central Florida department is vital and appreciated.

***Always***

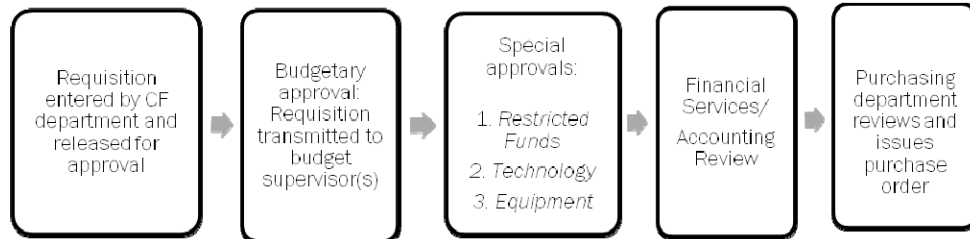
- Provide a description of functional, performance or technical characteristics, as appropriate.
- Obtain required approvals before submitting request, if necessary.
- Contact TIS for assistance or advice on technology purchases.
- If you contact a vendor, inform them you are seeking "budget estimates only" or "comparative specifications." Tell vendors, competitive quotes will be obtained in accordance with Florida statute and DBoT policies by the Purchasing Department.
- Contact the Purchasing Department for assistance.
- View purchasing bulletin board on a periodic basis.

- Ensure that the Department Head, reviews and approves requisitions on a daily basis.
- Communicate the importance (i.e., grant funds, impact on instructional process) of your request.
- Print the requisition

***Never***

- Assume that Purchasing or vendors are familiar with all your needs.
- Divide requirements to fall under the competitive threshold.
- Copy specifications verbatim from a vendor's publication.
- Assume competitive requirements will be waived.
- Assume the same vendor will win the order all the time.
- Provide information to any potential bidder during the bidding process. Refer all questions to the Purchasing Department. All bidders must be notified in writing of any changes or interpretations, and all bidders must receive the same information.
- Authorize any changes to a purchase order or contract; the changes must be made in writing by the Purchasing Department.
- Authorize any vendors to proceed without a purchase order.
- Sign any document (agreement or contract) that binds the district.
- Obtain goods or services without a valid purchase order.

### Requisition electronic process flow chart



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## Purchase Orders

### ***General***

The Purchase Order (PO) is a computer-generated form prepared by the Purchasing Department to place orders with vendors based on a purchasing process coordinated by the Purchasing Department. This document is a legally binding contract that authorizes the vendor to ship and invoice for the materials and/or services as specified. The purchase order formalizes all the terms and conditions of a transaction, and includes:

- Date of order
- Vendor name and address
- Full description of the item(s) or services being purchased
- Quantity and unit of measure.
- Unit price, extended prices, and total price
- Special delivery instructions. May indicate the type of transportation required, such as: railcar, truck, UPS, Federal Express, parcel post, pick-up, etc. (preference or rejection of specific carriers may be expressed).
- Deliver-to location.
- Specific terms and conditions, when applicable.
- FOB (free-on-board) point. Every effort will be made to obtain “FOB destination” terms. Only if such an arrangement cannot be obtained, should other FOB points be considered. The FOB point is the place at which ownership changes from the vendor to College of Central Florida.
- Billing instructions.
- Authorized signature (only on the original/mailed to vendor).

### ***When issued***

Computer generated purchase orders are issued upon receipt of a properly authorized requisition, receipt of competitive quotes or bids (when required or deemed appropriate), determination of fund availability, and approval by the appropriate level of authority. Copies of quotes or bids accepted must be submitted to the purchasing department for recordkeeping.

### ***Who issues***

Only the purchasing department shall issue purchase orders. The purchasing department shall transmit all purchase orders to the vendors unless the College of Central Florida department makes special arrangements for pick-up of the purchase order, or there are other special requirements. A representative from the purchasing department will sign the vendor copy of the PO.

### ***Routing of purchase orders***

The original signed purchase order may be mailed or faxed to the vendor by the purchasing department. Department copies will be distributed as appropriate.

### ***Vendor acknowledgment forms***

Certain vendors follow the practice of sending their own forms for acknowledgment. These forms should be forwarded to purchasing. Acceptance on our part will mean that we have accepted all the vendor's terms and conditions as printed on their acknowledgment form, thereby making of a new contract that would supersede the conditions of our purchase order.

Contact the purchasing agent directly should the vendor refuse to ship without such a written agreement. The purchasing agent will review the document, and may receive a legal opinion from College of Central Florida's attorney, as necessary, prior to signing by the president or vice president of administration and finance.

**Do not** sign any forms, contracts, agreements, etc. provided by a vendor. In accordance with District Board of Trustees rules, only the president and vice president of administration and finance have the authority to sign these legal documents.

### ***Liquidation of purchase order***

To request that a purchase order be liquidated (unspent/encumbered funds be "released" and the purchase order closed), the department's budget supervisor, staff assistant or administrative assistant must send a written request (e-mail is preferred) to the purchasing department.

A change order can be done by the department to liquidate a line of the purchase order.

The department should first check with Accounts Payable to ensure that there are no outstanding invoices, which need to be paid against the purchase order.

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## **Blanket Purchase Orders**

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### ***General***

Blanket Purchase orders provide a mechanism whereby a campus and/or departments may purchase items or services on an as-required and often over-the-counter basis. There is a limit on the period of time they

are to be valid, the maximum amount of money which may be spent at one time or within a period of time, and the type of commodity or services that can be obtained.

Blanket purchase orders (BPOs) are used for

- The purchase of fuel products, equipment repair, office supplies, radio and newspaper advertising, books, utilities, educational, maintenance supplies, and other miscellaneous items over a specific time period (usually one fiscal year). Line item pricing is not included.
- Encumbrance and payment purposes for a contract or contract for services that requires monthly or multiple payments.
- Encumbrance and payment purposes regarding an invitation to bid that has been awarded, which require monthly or multiple payments,

Blanket purchase orders should be used to eliminate many small repetitive orders. BPOs should also be issued for on-going non-professional services contracts, such as repairs. Items may be purchased by the College of Central Florida department against the BPO number for the term of the BPO, or until the dollar amount is reached.

The BPO should be issued at the beginning of the service period for the entire amount needed through the current fiscal year. BPOs will not be issued for times periods that extend beyond the fiscal year (exception: when expending grant or PECO funds, the BPO may expire accordingly).

Items of equipment or items classified as capital outlay may not be purchased on a BPO.

A BPO cannot exceed the Category 3 of the competitive bidding requirements unless it cites an existing term contract, is an approved sole source, or is otherwise approved by the purchasing agent. Only one BPO may be issued to each vendor for each College of Central Florida department annually. If additional funds are necessary, a change order for additional funds is submitted to the purchasing department.

A BPO will not be issued for items or work that is specific, i.e.; items or services for which quotes have been or could be received. Example: Quotes should be received for specific work such as “*installation of a new air conditioning system for an on-site storage building*”. When in doubt, call the Purchasing Department.

### ***BPO Request***

A BPO is initiated by inputting a requisition into CFRS. At a minimum, the BPO should include:

- The verbiage: “***BPO for \_\_\_\_\_***” (indicate a general description of the goods/services that the vendor sells). *Example:* misc. repairs, misc. office supplies, toner cartridges, copying and printing, recycling of fluorescent tubes).
- Specific period of time (ex. July \_\_ to June \_\_ )
- The maximum expenditure for the entire fiscal year (this may be increased or decreased via change order, if needed.)
- Persons authorized to place orders
- Reference the invitation to bid (ITB) number that the BPO is issued against, when applicable

### ***Procedure***

**Placing orders:** After a blanket purchase order is issued, the College of Central Florida department shall place orders directly with the vendor when needed, via internet, telephone, e-mail, fax, or in person. The College of Central Florida department shall be responsible for acknowledging receipt of goods, and thereby, approval of payment.

**Monitoring by financial services staff:** The financial services department may monitor all or selected purchases to ensure adherence to College of Central Florida procedures. Appropriate action may be taken should the College of Central Florida department not strictly adhere to College of Central Florida purchasing procedures.

**Payment:** Partial payments are made as items are purchased against the BPO until the dollar amount encumbered for that BPO is reached. College of Central Florida departments must acknowledge, in a timely manner, the receipt of goods to indicate authority for the accounting department to pay invoices. The accounting department will process invoices for received materials or services so that any discounts may be obtained. College of Central Florida departments should monitor the status of the BPO for discounts taken and freight charges applied.

**Monitoring by College of Central Florida department:** The department will closely monitor all BPO expenditures to ensure compliance, as encumbered amounts or funds cannot be exceeded,

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## Change Orders

### ***General***

A change order provides a mechanism to amend the purchase order. A change order is initiated by the originator through the requisition system of Jenzabar. A new requisition must be entered to generate a change order.

The change order is printed on a purchase order form, indicates the change order number, and specific changes that are authorized.

### ***When Required***

- All increases per line item
- No change orders are necessary for decreases in purchase order amount, cancellation of a purchase order, or for increases of less than five percent (5%)
- Changing needs or product/service availability
- The department code(s) or GL code(s) require changing
- The quantity has changed
- Changes in authorized users of blanket purchase orders

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## Requests for Check (RK)

The Request for Check (RK) was created as a tool for payment of certain types of (non-procurement) items, such as

- Institutional membership dues
- Travel expenses
- Subscriptions

These items do not require purchase orders because there would be no “added value” by routing the procurement through the purchasing department. The above items

- Have no “alternate vendors”, therefore, competition is not a factor
- No “deliverables” are to be received by College of Central Florida for some of the items (ex.: membership dues)

Due to the above, disbursement requests are not considered a purchasing department function or responsibility. Contact the accounts payable department for additional information.

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## Bookstore Purchases

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Purchases can be made at the college bookstore by departments for books, software and supplies for departmental use. Receipts must be sent to Accounts Payable and the invoices are processed back to the department on a monthly basis.

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## Staff Services Purchases

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An inventory of supplies and price list is maintained by the coordinator of Staff Services. These items include copy paper, College of Central Florida letterhead, staples, envelopes and forms.

The Staff Services purchase request forms located on the College intranet (<http://inside.cf.edu/forms/staffsrv.htm>) is used to order from the Staff Services department. The form is completed by identifying the item to be ordered from Staff Services, and placing the appropriate accounting codes at the bottom of the form. The form must have the name of the ordering department and appropriate approvals. The form is submitted to Staff Services, and the college courier delivers the order to the requesting parties. The department is charged for the orders on a monthly basis.

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## Computers/Technology Equipment

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The process for ordering computers from fund 7 and Tech Refresh Fund 1 is:

- Computer Services provides the budget office with a list of the names of individuals who are receiving new computers and/or technology equipment.
- The budget office:
  - ✓ assigns account numbers based on work assignments for the individuals;
  - ✓ does system maintenance for master account files (MAFs);
  - ✓ reallocates budget to cover purchases
- Budget office returns the list to Computer Services with account numbers and gives a copy to purchasing
- Institutional technology enters the requisition for the computers: one purchase order line item for each make and model of computer. If IT is working from a quote, then they send a copy to purchasing as back-up to the purchase order.
- Purchasing sends a copy of the list to receiving/property records so that they know the computers will be received soon.

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## Cellular Phones

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Please see College of Central Florida College-Owned Cellular Phone procedure.

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## Petty Cash

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### ***General***

See Administrative Procedure 5.11.

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## Product Samples

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### ***General***

College of Central Florida may accept no-cost samples of vendors' products for testing or demonstration purposes.

### ***Retained samples***

Examination of samples can be an important part of the process of source selection. One of the safest ways to evaluate the quality of a product is use a sample under test conditions before ordering a significant quantity. The purchasing agent will be charged with the responsibility of coordinating all sample evaluations within College of Central Florida.

Because College of Central Florida records are open to public inspection, vendors are not guaranteed that proprietary information will be protected. Results of tests will be available to all interested parties. College of Central Florida reserves the right to subject all samples to tests and inspections as in its judgment are deemed necessary.

Product samples may be requested as part of any bid evaluation. Samples will become the property of College of Central Florida upon receipt, unless otherwise noted in the ITB document.

The purchasing department will secure all samples for College of Central Florida departments, and coordinate testing and returns of any unused sample products, when appropriate.

Vendors must submit all necessary Material Safety Data Sheets (MSDS) with their products. These are required for all hazardous materials.

The purchasing department will accept no samples for personal use.

### ***Returned Samples***

Samples may remain the property of the vendor when agreed to in writing. It should be understood by the vendor that the sample is being provided for testing purposes, and may incur damage while being tested. College of Central Florida shall bear no responsibility for damaged samples. College of Central Florida should return equipment samples as soon as possible after evaluation. All shipping charges shall be paid by the vendor.

### ***Demonstration Equipment***

The display or demonstration of vendor products is often an important part of the specification development and source selection process. The purchasing department shall manage this process to support College of Central Florida needs. The display and demonstration of vendors' products on campus shall be encouraged within the guidelines listed below:

- Departments wishing demonstrations should contact the purchasing agent who will arrange for all demonstrations.
- Vendors wishing to provide display products or demonstrate services on campus shall submit a written request to the purchasing agent for approval.

- If the demonstration is in the mutual interests of both College of Central Florida and the vendor, the purchasing agent will coordinate arrangements.

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## Purchasing Cards

See: College of Central Florida Administrative Procedure  
Title: Procurement Card (Visa Purchasing Card) revised on 02/18/11

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## Tax exempt status

### ***General***

College of Central Florida, as a political subdivision of the State of Florida, is exempt from the payment of sales taxes on all official purchases of goods and services within the state.

### ***Use***

As a rule, all purchases made by the college for goods or services should be made through the college's purchasing process. Where purchases are made outside of the purchasing process, the employee or agent should present the vendor with a copy of the college's tax-exempt certificate in an effort to exempt the purchase from sales taxes.

In the event a purchase is made and is subject to sales tax, the college reserves the right to refuse reimbursement of the sales tax that was paid. Sales Tax will not be paid if the purchaser did not make his or her best effort to exempt, legally, the sale from taxation. "Best effort" shall be defined as the presentation of the tax exemption certificate or the use of the college purchasing process. Where circumstances make such efforts unreasonable or impractical, then the college may reimburse the sales tax paid. Responsibility for approval sales tax reimbursement exceptions rests with the senior vice president of administration and finance. Denied requests may be appealed to the college president. Sales Tax Payments, apply to general operating funds (1), restricted funds (2), auxiliary funds (3), and unexpended plant funds (7).

Purchases made using agency funds, i.e. funds belonging to individuals or organizations that are deposited with the college and where the college is acting solely in a fiscal agent capacity and has no fiduciary responsibility, are not subject to the provisions of this rule. Student organization funds derived from dues, fund raising activities, gifts, and/or donations are an example of agency funds. These groups may avail themselves of the college's tax-exempt status, but are not required to do so.

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## Travel

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As travel and related expenses thereof, are not purchasing functions, purchase orders will ordinarily not be issued for travel costs. Should you have any questions regarding travel, please reference College of Central Florida Administrative Procedure, Travel by Authorized Personnel, Policy 6.16.

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## Competition and Thresholds

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### ***General***

The Laws of the State of Florida, good business practices, and the responsibility for the expenditure of public and grant funds, dictate that College of Central Florida follow a policy of competitive bidding whenever reasonable. To do so, College of Central Florida seeks vendors that will provide quality materials and services at a fair and reasonable price, delivered on time.

In support of these concepts, the purchasing department will do the following:

- Allow any legitimate vendor, with the ability to support College of Central Florida, an opportunity to do business.
- Maintain data related to performance of vendors.
- Follow established District Board of Trustees policies, Florida Statutes and rules of the State Board of Education, and procedures set out in this purchasing manual for all bidding.
- Maintain adequate data to support specific buying decisions.
- Encourage competitive bidding by quality vendors, and specifically CMBEs (Certified Minority Owned Business Enterprises) as defined by Florida Statue 288.703(2) for the supply of goods and services to College of Central Florida.

### ***Procurement Bidding Requirements***

State Board of Education Administrative Rule 6A-14.0734, Procurement Requirements, dictates that colleges shall, as the circumstances require, publicly solicit the submittal of competitive offers from at least three (3) sources, when purchasing services or commodities exceeding the amount as specified in Section 287.017, Florida Statutes, for Category Three.

Bids shall be requested from at least three (3) sources, to the extent possible, or requests for proposals (RFP) shall be solicited as defined in Florida Statutes, Section 287.012(22), by the Board for any purchase of services or commodities exceeding the amount specified in Florida Statutes, Section 287.017, for Category Three (3). The College shall have the authority to reject any or all bids or proposals and request new bids or proposals. When accepting bids or proposals, the College shall accept the lowest and/or best bid or proposal. If other than the lowest bid or proposal meeting specifications is accepted, the College shall maintain a public record of the justification.

The College president or designees may waive solicitation of bids in emergencies when there is an imminent threat to students, employees, public safety, or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance.

When the Board solicits the submittal of competitive offers and only one responsive offer is submitted, the College may purchase such products or services under the best terms it can negotiate.

**Thresholds**

Competition is required prior to issuing a purchase order in accordance with chart below. The dollar figures apply to both expenditures and revenue contracts.

*Exceptions: Refer to “Exempt from competition”*

<b>Categories</b>	<b>Total Purchase Price</b>	<b>Minimum Requirements</b>
None	Up to \$19,999	A catalog or verbal price. Approved or rejected by the President or Designee.
Category 1, 2	\$20,000 to \$64,999	Two written quotations per Florida Statute 287.017 Approved or rejected by the President or Designee..
Category 3	\$65,000 to \$194,999	Solicitation of competitive offers as defined by Section 6A14.0734 Florida Administrative Code and Florida Statute 287.017. Approved or rejected by the President or Designee.
Category 4	\$195,000 to \$324,999	Solicitation of competitive offers as defined by Section 6A14.0734 Florida Administrative Code and Florida Statute 287.017. Approved or rejected by the President of Designee.
Category 5	\$325,000 and above	Solicitation of competitive offers as defined by Section 6A14.0734 Florida Administrative Code and Florida Statute 287.017. Approval by District Board of Trustees

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## Exempt from Competition

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### ***Exceptions***

Exceptions to the three (3) bid requirement are:

- Educational tests, textbooks, printed instructional materials, films, filmstrips, video tapes, disc or tape recording or other similar audio-visual materials, artistic services as defined in Section 287.012(3), Florida Statutes, including, but not limited to film, video and television production services and computer-based instructional software.
- Library books, reference books, periodicals, and other library materials and software.
- Purchases at the unit or contract established through competitive solicitations by any unit of government established by law or buying cooperatives.
- Food.
- Services or commodities available only from a single or sole source
- Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants.
- Information technology resources as defined as all forms of technology used to create, process, store, transmit or exchange and use information in various forms of voice, video, and data, and shall include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology path.
- Single source procurement for purposes of economy or efficiency in standardization of materials and equipment.
- Items for resale.

### ***Examples***

- Magazine subscriptions and publications
- Membership dues
- Fees and costs of job-related seminars and training
- Approved travel expenses for College of Central Florida employees
- Postage, including overnight delivery services
- Governmental fees
- Governmental licenses and permits
- Expert witnesses
- Real property, and closing/processing fees thereof
- Abstracts of titles for real property
- Title insurance for real property
- Court reporter services
- Goods and/or services given, or accepted by College of Central Florida via grant, gift, or bequest

- Piggyback able Contracts with, and purchases from, other public entities, i.e.; other community colleges, universities, federal, state, county, city, school boards, county sheriff's offices, special authority, etc.
- Single source items
- Utilities
- Advertising: radio, newspapers, magazines, professional organizations, television, and any other related media
- Maintenance/service agreements
- Software licenses /software service agreements
- Publications from publishers or exclusive distributors of such publications
- Copyrighted materials
- Patented materials
- Processed media: movies, slides, videos, and other from processor, producer or exclusive distributor
- Expenditures wherein College of Central Florida is solely serving as a fiscal agent
- Insurance procured through the Florida Community System Risk Management Consortium (FCSRMC)

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## Sole source

### ***Definition***

Sole source items must meet both of the following criteria:

- It is the only item that will produce the desired results (or fulfill the specific need), and there are no alternates, and
- The item is available from only one source of supply.

***Warranty requirements*** and ***compatibility*** to existing equipment shall be an acceptable justification for waiver of bidding requirements, provided the item is only available from one source of supply.

Purchases of supplies, equipment and contractual services from a sole source are exempt from competitive requirements in accordance with State Board of Education Administrative Rule 6A-14.0734(2) (e).

Sole source determination/approval shall be made only by the vice president of administration and finance.

### ***The “best” vendor***

A vendor being determined to be the “best” provider does not constitute a Sole Source (see Single Source).

***Examples***

- XYZ, Inc. would be considered a sole source for parts for a College of Central Florida-owned XYZ computer; any other type of parts utilized would conflict with the system and invalidate the warranty, and the parts are only available directly from the manufacturer.
- The facilities department has submitted a requisition for “chrome muffler bearings” for installation in their vehicles. This item was recently invented and brought to market by WWW Manufacturing, Inc. These bearings increase the performance of vehicles by 100%. No other company has anything of this type in production, and purchases of these bearings can only be made directly from the manufacturer.

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## Single source

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### ***Definition***

Single source procurement is a contract for the purchase of goods and/or services, entered into after soliciting and negotiating only with one vendor determined by objective business decisions. Possible reasons:

- The technology required (standardization of programs/systems); or
- Uniqueness of the item (part/service provided by original equipment manufacturer, consistency of quality/batch control); or
- Vendor is uniquely qualified (leveraged volume purchase contracts, “just in time” delivery requirements).

Do not confuse single source with sole source, where only one item will fulfill the need and there is only one source of supply.

The uniqueness or unique feature must be of demonstrably real importance and benefit to College of Central Florida in the way the item or service is to be used.

Single source procurements must have written approval by the vice president of administration and finance.

### ***Procedure***

The College of Central Florida department requesting single source procurement shall document the reasons why the item/technology/service is the only acceptable one. Be specific. Include information such as:

- Whether this will be a one-time purchase.
- Whether there will be repeated future buys. Include anticipated number of reoccurring transactions and estimated total expenditures.
- Current need is a reoccurrence.

Additionally, they shall document all efforts made to find alternate sources of supply.

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## Term contracts/piggybacking

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### ***General***

College of Central Florida has the option to utilize state contracts established by state purchasing in Tallahassee, when purchasing certain goods, services, and capital equipment.

These contracts include goods and services that are common to state agencies, local governments, educational institutions, and other public entities. These goods and services are consolidated and standard specifications are prepared and developed into state contracts. The contracts are awarded for specified periods, and are available for use by community colleges, universities, political subdivisions, county, municipality, and other local public entities.

Each agency is responsible for the purchase of its own goods and services, and payment is made directly by the ordering entity.

In accordance with Florida State Board of Education Administrative Rule 6A-14.0734(2)(c), the requirement for College of Central Florida's solicitation of quotes or bids shall not apply to purchases established under Florida Statutes regarding State of Florida term contracts.

### ***Authority***

The purchasing agent may make purchases or awards in any amount utilizing state contracts, regardless of dollar value, provided they are within the College of Central Florida department's budget and are made in the best interests of College of Central Florida.

### ***Procedure***

The purchasing department shall verify the existence of a current state contract by accessing the state's website, <http://dms.myflorida.com/purchasing>, and printing appropriate pages for backup documentation (unless this has been done by the College of Central Florida department, and the documentation has been provided to the purchasing department). Pertinent pages of the state contract must be attached to the purchasing department's copy of the purchase order. The state contract number shall be referenced on the purchase order.

Verify that the vendor indicated on the requisition has been awarded a contract, or is an authorized reseller. Verify the price. Certain contracts require that the purchaser obtain current written price quotes from the vendor. They shall be obtained by the purchasing department if not already provided by the College of Central Florida department.

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## **Invitation to Bid**

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### ***General***

The purpose of this section is to establish procedures for the purchase of goods and services using competitive sealed bidding. A competitive sealed bid is a method of source selection for a purchase estimated to be in excess of \$35,000 in which award is made to the lowest responsive and responsible bidder whose bid complies with the specifications contained in the Invitation to Bid (bid). Competitive sealed bidding is the preferred method of procurement for public agencies when the lowest price (or highest income) from a responsive and responsible bidder is the determining factor for award. The statement of work and/or specifications must be clearly defined and not subject to alternate approaches (refer to Request for Proposal).

The invitation to bid (ITB) is the solicitation document utilized for this method of procurement. These requirements apply to all purchases, including leases, non-professional services, general consulting, etc. These procedures **exclude** construction services.

### ***Procedure***

Bids shall be requested from at least three sources, or invitations to bid (ITB) shall be solicited as defined in Florida Statutes, Section 287.012(15), by the District Board of Trustees for any purchase of services or commodities exceeding the amount specified in Florida Statutes, Section 287.012, for Category 3. The College shall have the authority to reject any or all bids and request new bids. When accepting bids, the College shall accept the lowest responsive and responsible bid. If other than the lowest and meeting specifications are accepted, the College shall maintain a public record of the justification.

## ***Process***

When there is an on-going need for goods and/or services which may extend over multiple years, the annual expenditure shall be the amount which is used to determine the appropriate method of procurement (whether it is a small purchase or a formal procurement) and appropriate level of authority for award.

The end user shall submit a purchase requisition with an attached set of specifications describing the design or performance characteristics of the goods or services required. Upon receipt of a requisition with an estimated expenditure over the bid threshold amount, or upon determination of a need for a term contract, the purchasing department will prepare a draft invitation to bid (ITB).

The Purchasing Department shall then prepare bid documents based upon the requisition and specifications submitted by the school/department to assure that the process is open, equitable and fair to all potential vendors; the draft ITB shall be transmitted to the affected College of Central Florida department and any persons with special expertise for review and comment.

The end user will then review with the Purchasing Department the bids received to be certain that the offered products meet the specifications of the bid. The end user shall submit any and all corrected documents to the purchasing department with a memo requesting the changes, and authorizing the purchasing department to proceed with advertisement, and distribution of the ITB.

The ITB shall be finalized, printed and advertised by the purchasing department. The ITB shall be publicly advertised in at least three (3) times in a newspaper distributed in Marion, Citrus and Levy Counties at least 21 days prior to the established bid opening and at least 5 days prior to any scheduled pre-bid conference. Additional advertising may include:

- The State of Florida's Vendor Bid System;
- Other Florida newspapers;
- Magazines;
- Minority publications, and;
- Trade journals.

Additionally the invitation to bid (ITB) documents shall be posted on the purchasing department's website, <http://www.cf.edu/administration/purchasing.php>.

The ITB or announcement thereof shall be distributed to all vendors on the bidders list.

College of Central Florida, at its sole discretion, may delay the scheduled due dates if it is to the advantage of College of Central Florida to do so. College of Central Florida will notify Bidders of all changes in scheduled due dates by written addendum.

A **pre-bid conference** shall be held for every ITB. In attendance shall be the purchasing agent, who will chair the meeting, a representative of the College of Central Florida department (who shall be prepared to answer technical questions), staff with special expertise (example: tech support services when purchasing computer equipment), and any other College of Central Florida staff members as deemed appropriate by the purchasing agent.

**Addenda** shall be issued by the purchasing department as needed. The addenda will be distributed to all bidders upon written approval from the College of Central Florida department. Written approval by the College of Central Florida department is not required if the addenda does not include material changes.

The Purchasing Department shall receive and secure all delivered via US Mail or hand delivered bids prior to bid opening. The bids shall be **publicly opened** at the date and time given in the bid. The bids shall be **tabulated**. A copy of all responsive bids and a tabulation sheet shall be transmitted to the College of Central Florida department for a written recommendation of award. The recommendation of award shall be posted on the purchasing department's website. Bids must contain a manual signature, in ink of an authorized representative, who has the legal ability to bind the Bidder in contractual obligations in the space provided on the Bid Response Form.

The purchasing department or College of Central Florida department shall analyze the bids to determine the apparent lowest responsive and responsible bidder; as well as perform a **reference check of the awardee**. The Department will then provide copies of the apparent lowest responsive and responsible bid and the results of the Purchasing Department's analysis to the end user for his/her review.

The College of Central Florida department shall submit written justification with their recommendation if they are recommending award to a vendor other than the apparent low bidder. The end user shall document any and all reasons, based on the specifications, why a bidder should not be considered for an award, if necessary.

Upon determination of a recommendation of award, the tabulation of all bids received with the recommended award(s) shall be available on the purchasing website at:

<http://www.cf.edu/administration/purchasing.php>

Upon receipt of a written recommendation of award from the College of Central Florida department, the purchasing department will process it for award by the appropriate level of authority.

Bidders filing protest of award must do so within 72 hours of posting of recommendation of award.

The purchasing agent shall notify all appropriate parties of the award and place the recommendation for the award on the DBoT agenda for the regularly scheduled DBoT Meeting (If applicable).

The purchasing agent shall request a certificate(s) of insurance and bonds, if required by the ITB. The original certificate and bonds shall be filed with the original contract in the business office's vault.

When there is a formal contract, it shall be routed by the purchasing agent for signatures.

Upon full execution of the contract, and receipt of all bonds and certificates of insurance, whenever possible, one executed original will be provided to the contractor, one executed original will be filed in the attorney's office, and executed photocopies will be maintained in the purchasing office as well as provided to the applicable College of Central Florida department(s).

The purchasing department shall have the right to reject all bids and request the entire transaction to be rebid, or abandon the project in its entirety.

Should only one responsive and responsible bid be received, the College may purchase such products or services under the best terms that can be negotiated by the purchasing agent.

Should no acceptable bids be received, the purchasing agent will

- Perform due diligence to determine if there is a state contract that can be utilized.
- Verify if there are any invitations to bid (ITB) or request for proposals (RFP) available to piggyback.
- Purchase the goods/services on the open market at the best price and terms available.

### ***Bidder list***

The purchasing department shall maintain a file of those manufacturers, vendors, agents, etc., who express an interest in doing business with College of Central Florida. Prospective bidders may be provided with a link to the state purchasing website so that they may have the ability to register electronically with the state, and be added to the state's vendor bid system.

Bids may be advertised on the state purchasing vendor bid system as deemed appropriate by the purchasing agent. The purchasing department shall solicit bids from prospective vendors obtained from the vendor files, publications and catalogues, suggestions from the department(s), previous vendors, previous bidders, etc.

Prior to distribution of the invitation to bid, the bidder list may be transmitted to College of Central Florida's president or other interested departments for input.

Either a copy of the invitation to bid or another form of notification of invitations to bid may be sent to prospective bidders on the bidder list.

The competitive sealed bid process includes the following element:

1. Issuance of a written bid
2. Public notice of the bid by posting on a public bulletin board, advertising in newspapers of general circulation and listing on Purchasing Website.
3. Public opening at the date and time advertised and announcement of all bids received
4. Evaluation of bids based upon the requirements set forth in the bid
5. Award to the lowest responsive and responsible bidder meeting the terms and specifications.

### ***Responsibility for Specifications***

The preparation of specifications is the responsibility of the College of Central Florida department, with review by the purchasing department. The purchasing department reserves the right to challenge specifications to allow open competition.

Specifications shall permit competition except on non-competitive materials or services. Specifications should define the level of performance required rather than a specific brand name, whenever possible. For the benefit of vendors and the College of Central Florida department, specifications must be clear and concise.

### ***Determination of Non-Responsiveness***

The following are reasons that a bid may be declared non-responsive:

- A. The bidder failed to sign the bid, the bidder did not provide an original signature on the bid form, or the bidder failed to complete required forms and certificates;
- B. The bidder changed delivery terms, i.e., the bidder changed "FOB Destination" to "FOB Shipping Point";
- C. The bidder did not offer goods or services that complied with the specifications of the bid; or

D. The bidder did not offer firm prices.

***Determination of Non-Responsibility***

The following are reasons a bidder may be declared non-responsible:

- A. The bidder is not a regular dealer or supplier of the goods and services offered;
- B. The bidder does not have the ability to comply with the required delivery or performance schedule;
- C. The bidder does not have a satisfactory record performance as documented **prior to the receipt of bids** by the requesting school/department, the Division or other jurisdictions;
- D. The bidder does not have a satisfactory record of integrity, or the bidder is currently debarred or suspended by the District or other State of Florida jurisdiction; and
- E. The bidder does not have the necessary facilities, organization, experience, technical skills or financial resources to fulfill the terms of the purchase order or contract.

***Termination for Convenience***

The College by written notice to the Bidder may terminate the contract in whole or in part when the College determines in its sole discretion that it is in the College's best interest to do so. The Bidder shall not furnish the product or begin services after it receives the notice of termination except as necessary to complete the continued portion of the contract if any. The Bidder shall not be entitled to recover any cancellation charges or lost profits.

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## Invitations to Negotiate - ITNs

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### ***General***

An Invitation to Negotiate (ITN) is a competitive solicitation, for goods or services, where factors other than price are to be considered in the award determination. These factors may include such items as vendor experience, project plan, design features of the product(s) offered, etc. An agency shall consider which form of competitive solicitation will result in the best value for the State and if an ITB is not practicable, document the decision (Rule 60A-1.041, FAC).

### ***Legal Requirements for ITNs***

The decision to use an ITN must be justified in writing. At least three knowledgeable persons must be appointed to evaluate proposals under Florida Statute 287.057(17) (a). The end users **must** evaluate and rank the responsive replies. At least three (3) knowledgeable persons must be appointed to conduct negotiations during the process.

The end user will select one (1) or more vendors with which to commence negotiations. The eventual basis for selection and how it provides the best value will be explained in writing by the end user. The ITN requires justification as to why neither of the other methods (ITB, RFP) will result in best value under Florida Statute 287.057 (3). According to Florida Statute s.287.012(4) "Best value" is defined as "the highest overall value ... based on objective factors ... not limited to price, quality, design, and workmanship."

### ***Used***

An ITN is used when the total cost of the goods or services exceed \$65,000.00, and the award decision cannot be made on lowest price alone, and 50% or more of the procurement needs must be negotiated with the responding vendors. Examples of procurement needs for this format would be: Major software purchase, acquiring consultant, design-build project, etc.

Reasons for choosing an ITN over another competitive solicitation:

1. Negotiations may be necessary to receive the best value [s.287.012(16)]. The use of an ITB or RFP will not result in the best value [s.287.057(4)].
2. Non-standard or customized products/services or systems.
3. High complexity.
4. Emphasis on technology.
5. Process re-engineering may be included.
6. Innovative solutions may be required.
7. Performance based contract may be sought.
8. Outsourcing of governmental functions is included.
9. Highly professional service requirements.
10. Limited availability of competition.
11. Multiple options for achieving the desired results.
12. Uncertainty of how much of the "wish list" can be had within budget or time requirements, and willingness to adjust.
13. Significant portion of the agency's procurement budget.
14. Long term relationship with the contractor.
15. A very flexible process may be necessary to best achieve the agency's goals.

16. Mission critical for the agency.
17. Price is important but not enough by itself to select from among the responsive offers.  
*A written determination for selecting an ITN process is required [s.287.057(3)].*

### ***Price***

An ITN is often the least price driven competitive solicitation. According to Florida Statute 287.057(3), unlike the RFP, price may be but is not necessarily one of several factors used to compare respondents to each other and determine best value. The ranking of initial respondents may exclude or limit price as a factor. Final price offers may be considered for only one or a few respondents. While each vendor is ranked from most to least price driven, the ranking also moves from least to greatest flexibility. However the process also allows for vendors to be ranked from least to most complex, and least to most time consuming.

### ***Committees***

Florida Statute s.287.057(17) describes two phases of the process, evaluation & negotiation, and requires a team for each phase. Knowing this the end user shall establish continuity in the three phases by using the same committee members throughout the three stages of the ITN process:

- Solicitation development
- Proposal evaluation
- Negotiation

Negotiation is usually carried on by committees representing each organizational entity which will have some responsibility for the process and/or the outcome. Committees therefore generally include members with differing focuses or areas of expertise, authority and responsibility. Example Administrative perspective, Computer Services perspective, Business Office perspective, etc...)

### ***End User Responsibilities***

The end user shall be responsible for:

1. Developing the specifications/requirements for the goods or services.
2. Determining what information will be needed to make decision
3. Developing evaluation criteria to be utilized, as well as possible negotiation points.
4. Developing initial timeline requirements, including a possible Pre-Proposal Conference.
5. Establishing members for evaluation committee.

### ***Purchasing Department Responsibilities***

The College Purchasing Department is responsible for:

1. Developing general conditions of ITN package.
2. Working with using department to finalize evaluation criteria and timeline
3. Schedule Pre-Proposal Conference, if required.

4. Coordinate makeup of final ITN document
5. Advertise solicitation and post on website.
6. Coordinate issue/ mailing of ITN document.
7. Place ITN opening date and time on centralized calendar.

### ***Evaluation Process***

The evaluation Committee will have a minimum of three (3) and maximum of seven(7) members. A representative from the Purchasing Department shall manage the process. All evaluation meetings are public and must be posted on the official electronic bulletin board electronically seven (7) working days in advance of the first meeting.

A formal recording will be taken of all committee meetings by the requesting Department's representative or designated committee member. Committee members/Purchasing representative are able to pose questions/request clarifications of vendors in written form.

The evaluation criteria used to short list and/or make final recommendation based on scores assigned by committee members for the evaluation criteria in ITN document. May negotiate with one or more vendors based on negotiation points listed in ITN document.

Award recommendation posted by Purchasing for a 72 hour protest window. An award letter sent to selected vendor after the posting period by Purchasing. The Purchasing Department will then prepare final contract documents and forwards to College attorney for review and approval.

Three (3) sets of contract documents shall be sent to successful vendor for signature, and when returned, are executed by a College official (President, Senior Vice-President of Finance, or the DBoT, depending on delegated authority limits.) A copy of fully executed agreement returned to vendor, second original filed with Purchasing with the third set provided to originating department.

### ***Replies***

If the sealed replies received for an ITN are accepted, they are not subject to disclosure until the College issues a notice of intent to contract or 20 days after the final replies are opened (if more than one round of replies occurs), whichever is earlier.

### ***Rejection of the ITN***

A rejection of the ITN can occur if the College:

1. rejects all replies submitted for an ITN;
2. Issues notice of the rejection includes notice of intent to reissue as an RFP
3. Reissues the ITN within 90 days after the notice of rejection/reissue then the rejected replies are not subject to disclosure until the City issues a notice of intent to a contract based on the reissued ITN, or the reissued ITN is withdrawn or cancelled or 12 months from the initial rejection, whichever is earlier

## ***Negotiator Requirements***

**For any negotiated contract exceeding \$1 million in any fiscal year, one of the negotiators must be a DMS certified contract negotiator.**

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## **Requests for Proposals - RFPs**

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### ***General***

Although competitive sealed bidding (invitations to bid) is the preferred method of acquiring equipment, supplies or services in excess of the bid limit, a need is recognized to establish another method for those circumstances when this process would not achieve suitable results. In order to find the “best vendor”, certain procurements must have the flexibility to take into consideration factors other than price to determine what is in the best interest of College of Central Florida.

Competitive sealed proposals are the procurement method that shall be used for procurements in excess of the bid threshold, when the purchasing agent determines that the Invitation to bid is not appropriate.

The greatest emphasis when utilizing competitive sealed proposals should be on adequately defining the work or service needed and on adequately evaluating the capability of those firms interested in performing the service.

The solicitation document utilized for the competitive sealed proposals method is the request for proposal (RFP).

A request for qualifications (RFP) may be utilized as the solicitation document when procuring professional services, as defined by Florida Statute 287.055 or other special needs (as determined by the purchasing agent).

A main user or requestor shall be identified for each RFP whenever possible (hereinafter referred to in the section as College of Central Florida department). Example: Facilities shall be the main user for the custodial RFP and the lawn maintenance RFP.

### ***Request for Proposal (RFP) Preparation***

The purchasing department shall prepare the Request for Proposal (RFP) and an appropriate contract (when applicable) for inclusion in the RFP package. The College of Central Florida department shall work closely with the purchasing department to develop the specifications and/or scope of work for the RFP.

The following should be included in the RFP

- Where responses should be delivered.
- When responses are due.
- Security requirements, if any.
- Bid bond, performance bond and insurance requirements, if any.
- Informality waiving and bid rejections clause.
- Proposal guidelines – standard front end documents.
- Introduction, including background information of College of Central Florida.
- Statement of general purpose and description of the project (goods or services), including the period in which the work is to be completed.

- Where and how to direct inquiries concerning the RFP on technical and/or contractual matters and how those inquiries will be answered.
- How RFP addenda will be communicated to the proposers.
- Scope of work: A work statement or performance specifications (may be included as an exhibit to the sample contract).
- Pre-proposal conference information.
- Minimum qualifications; i.e., years in business, financial statement, required certifications, licenses, or pre-qualifications.
- Instructions for preparation of the proposals.
- Required submittals
- Information or documents to be submitted with their response; i.e., resumes, required forms (whether included or not included in the RFP), manner in which the proposal is to be submitted, and any other elements specific to the contract/project.
- How the proposals will be evaluated, include a list of the **criteria and weighting factors**. For example;
  - ✓ Price
  - ✓ Qualifications
  - ✓ Technical soundness of the proposal
  - ✓ Understanding College of Central Florida's needs
  - ✓ Financial resources
  - ✓ Evidence of insurance capacity
  - ✓ Location – weight of 5% for the written proposal
  - ✓ Previous contracting experience with College of Central Florida
- Only the factors or criteria as listed in the RFP shall be used in the initial evaluation.
- When it is determined, that oral presentations will be held, the affected proposers shall be notified of the final (new and/or revised) selection criteria, and their respective weights (or the criteria and weights may be included in the RFP).
- Sample contract (when applicable)

### ***The Evaluation Team***

An evaluation team (ETeam) will be appointed consisting of appropriate staff, or non-staff with special expertise, to assist in the development of the scope of work and criteria to be used, and to evaluate the proposals.

The ETeam should include representatives from the College of Central Florida department (main user), administration, faculty, career, and professional/technical employee groups whenever possible.

The purchasing agent shall serve on the ETeam as non-voting chair.

The members of the ETeam should be identified prior to the solicitation advertisement. The vice president of administration and finance should approve the membership of each ETeam.

### ***Approval of Request for Proposal (RFP) Document***

A final draft of the RFP, whenever possible, shall be provided to the ETeam for review and comment, and final approval (when deemed appropriate by the purchasing agent).

The RFP shall not be issued/advertised until written approval of the RFP package is received from the College of Central Florida department (when applicable).

Addenda must have approval of the College of Central Florida department unless there is no materiel change (Ex: Due date is extended, minor clarification is made, or clerical error is corrected).

A copy of the Proposer List shall be provided to the ETeam, in conjunction with the draft RFP for their review. ETeam members may notify the purchasing department of any additional prospective proposers to include in the Proposer List.

### ***Advertisement***

The request for proposal (RFP) shall be advertised and distributed in accordance with internal procedures (see invitation to bid).

### ***Receipt of proposals***

Proposals shall be opened in public at the time and place indicated in the RFP and advertisement. A tabulation sheet shall be prepared and posted.

### ***The selection process***

All meetings held by the ETeam shall be open to the public and recorded, in compliance with the Florida Government in the Sunshine Amendment (Sunshine Law).

The ETeam shall select evaluation criteria (to include price whenever possible). Such criteria must be stated in the RFP. Ref: *Florida Statute 287.055 – Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services ~ CCNA {Consultant's Competitive Negotiations}*. Some RFQ's may have pre-established weighted criteria, and cannot include price as a criteria.

The ETeam shall assign a weight to each criterion by its relative importance, with the total weights equaling 100%.

The ETeam shall review and comment on the scope of work. Appropriate changes will be made to the RFP document by the purchasing department.

The purchasing department shall issue the RFP and receive the proposals.

The purchasing agent shall review each of the proposals to determine if they have provided required information, and is, apparently responsive. If any proposal(s) is questionable as to responsiveness, the purchasing agent shall so communicate to the ETeam, and request that the ETeam review the documentation submitted and determine if the proposal should be accepted or rejected.

The purchasing agent shall also provide each member of the ETeam with the tabulation sheet and evaluation sheets.

Non-responsive proposals may include, but are not limited to:

- Failure to follow the required format;
- Failure to sign the proposal;
- Failure to acknowledge addenda (unless all changes are not materiel);
- Failure to provide required submittals/documentation (adequately);
- Submission of a late proposal;
- Proposer does not meet minimum requirements.

The ETeam may determine that required submittals and/or documentation are so inadequate as to be determined to be non-responsive.

The purchasing department shall provide each ETeam member with a conflict of interest statement. Each member must disclose any potential conflict of interest regarding the proposers on the signed form. Should there be any conflict(s) indicated on the form, the ETeam member should be removed from the ETeam. Any questionable situations shall be forwarded to College of Central Florida's attorney for a written legal opinion.

The ETeam shall either review the responsive proposals or independently score each proposal for each criterion, or, the ETeam may choose to meet and discuss the proposals prior to scoring. Scores must be based on 1 to 5 (whole numbers only) and should represent the evaluator's best objective judgment.

They shall multiply the score times the weight (percentage) to obtain the extension sub-total. Add all of the extension sub-totals downward. The proposers with the highest cumulative grand total of all evaluations (in the "competitive range", usually with an average score of 4 or more) shall be short-listed, unless at this time there is a "clear winner".

A summary of total scores for all proposers must be prepared after all members of the ETeam have reviewed and evaluated the written proposals.

The evaluation criteria and/or their weights may be changed for the final evaluation (oral presentations) upon consensus by the ETeam.

The purchasing department shall notify each short-listed proposer in writing of their scheduled oral presentation. The new/revised criteria and their respective weights should be included.

The purchasing department shall request written references from those listed in the proposal. The results will be provided to the ETeam for their consideration.

Oral presentations may be held. Immediately thereafter, the ETeam shall score them in accordance with the new/revised criteria and weights, and determine the "best" proposal.

Evaluation forms completed by ETeam members shall be retained in the RFP file in the purchasing department.

The purchasing department will prepare a memorandum to the vice president of administration and finance for submission to the Board indicating the ETeam's recommendation for award.

After award, the college attorney will finalize the contract, and route the contract for appropriate signatures.

Certificates of insurance will be provided to the purchasing department, who serves as the risk manager.

The contract will be administered by the appropriate College of Central Florida department.

Should only one (1) proposal be received, the college may enter into a contract for such products or services under the best terms that can be negotiated by the purchasing agent.

### ***Scoring definitions***

**1-2 = "Poor":** Proposal is lacking or inadequate in most basic requirements, specifications, or provisions for the specific criteria.

**3-4 = "Below Average":** Proposal meets many of the basic requirements, specifications or provisions of the specific item, but is lacking in some essential aspects for the specific criteria.

**5-6 = "Average":** Proposal adequately meets the minimum requirements, specifications, or provisions of the specific item, and is generally capable of meeting College of Central Florida's needs for the specific criteria.

**7-8 = "Above Average":** Proposal more than adequately meets the minimum requirements, specifications, or provisions of the specific criteria, and exceeds those requirements in some aspects for the specific criteria.

**9-10 = "Excellent":** Proposal exceeds minimum requirements, specifications, and provisions in most aspects of the specific criteria.

### ***Price Evaluation***

The purchasing department shall provide scores for price whenever possible, as follows:

1. The lowest priced proposal should receive the maximum score (5 points) for the price criterion. The other proposals should receive a percentage of the score based on the percentage differential between the lowest proposal and the other proposals.
2. The price evaluation and calculation may be revised to conform to the needs of each individual RFP selection.

### ***Professional Services***

Procurement of engineering, architectural, landscape architectural, surveying and mapping services shall be made in accordance with Florida Statute 287.055.

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## Tie bids and quotes

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### ***Procedure***

In the event two (2) or more vendors submit the exact dollar amount as their quote/bid offer, or should two (2) or more firms be deemed equal during a request for proposal (RFP) selection process, and unless said request for quotation, invitation to bid or request for proposal stipulates criteria for determination of award for tie bids, the following criteria, in order of importance, shall be used to break said tie:

- (1) If one response is from a Florida domicile entity
- (2) If one response is from a certified minority business enterprise,
- (3) If one response is deemed by the College to be in its best interest considering factors such as; prior performance,
- (4) By coin toss or drawing of numbers by an authorized purchasing official or designee.

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## Contracts and agreements

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### ***General***

See Administrative Procedure 5.12 Contracts – General Procedures dated 10/26/00.

## Construction

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### *General*

Please see College of Central Florida Construction Manager Contract Administrative order.

## Bonds

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### ***General***

The president, or a designee, shall require contractors to furnish the District Board of Trustees (DBoT) with a performance and payment bond. These bonds shall be provided by the contractors as stipulated in Florida Statute 235.05.

The president, or a designee, may require equipment and service contract vendors to furnish performance and payment bonds if it is deemed advisable. Performance and payment bonds shall be provided by the contractor as set forth in Florida Statute 255.05.

### ***Definitions***

**Bid security**, in the form of a *bid bond, certified check, cashier's check, or cash* ensures that the bidder will enter into a contract and provide the required insurance and performance and payment bonds within a specified period.

A **performance bond** is a contract of guarantee, executed subsequent to award by a successful bidder, to protect College of Central Florida from loss due to the bidder's inability to complete the contract as agreed.

A **payment bond** assures the payment of sub-contractors and materials vendors.

A **maintenance bond** assures that the contractor will perform those services required by the contract regarding warranty and guarantee of the project (usually a one-year period).

### ***Monetary Value***

**Payment and performance bonds:** Each must be for one hundred percent (100%) of the contract price. If the contract price changes more than twenty-five percent (25%) during the duration of contract, bidder should furnish proof that payment and performance bonds have been so adjusted upward.

Bid security is usually required in an amount of five to ten per cent (5% - 10%) of bidder's proposed total price.

### ***When Used***

Bid bonds and performance/payment bonds are generally not required for purchases under \$100,000. Bid bonds and performance/payment bonds may be required for purchases over \$100,000 when deemed appropriate by the purchasing agent.

Payment and performance bonds shall be required for all construction contracts that exceed \$200,000.

Additionally, a maintenance bond may be required when deemed necessary by the purchasing agent.

**Non-competitive contracts:** Bonds may be desirable if the vendor is unknown, has no prior experience with College of Central Florida, or their financial statement indicates the contractor does not have adequate financial resources.

### ***Return of Bid Security***

Unsuccessful bidders shall be entitled to return of bid bond upon request to the Purchasing Department.

### ***Forfeiture***

Awarded bidders shall forfeit their bid bond upon failure on his/her part to enter into a contract within the specified time after the award.

### ***Non-performance***

Should a contractor fail to perform the contract, the contract administrator shall notify the purchasing agent prior to contacting the bonding company for formal notification of breach of contract. The notification must be in writing.

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## **Insurance**

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### ***General***

In large contracts, insurance protecting College of Central Florida against liability, property damage and contractual risks is essential.

While it is acknowledged that such requirements do add to the initial costs of any project, the risks involved (injury, fire, theft, vandalism, loss of life) far outweigh those costs.

Worker's compensation, property damage, liability, and automotive property damage and liability are generally required by the invitation to bid and/or the contract document. Additional coverage may be required, depending upon the nature of the project.

### ***When Determined***

College of Central Florida must determine, prior to issuance of the invitation to bid, request for qualifications or request for proposal, which projects or materials (communications equipment, for instance) should have the extra protection of bonds and insurance (and amount and type thereof).

Refer to the Purchasing Department for College of Central Florida INSURANCE REQUIREMENTS to assist in determining the types and amounts of insurance coverage that are required. The purchasing agent should use the information therein as suggestions/optional, not as a requirement, and may make any necessary changes deemed appropriate to the specific contract.

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## Vendors

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The department may request a new vendor be established. This is accomplished in Jenzabar. The department must provide purchasing with the company name and address and a contact person's name and phone number.

The purchasing department will request a Vendor Registration form and W-9 form from the vendor. These forms are also available on the College of Central Florida website at: <http://www.cf.edu/administration/purchasing.php>

Upon receipt of the necessary information, the purchasing department will add the vendor to Jenzabar.

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## Vendor relations

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### ***General***

Vendors shall be encouraged to make all contacts through the purchasing department. Direct contact with College of Central Florida departments may be necessary from time to time but will not be the normal business practice. Sales representatives are encouraged to arrange appointments with purchasing staff. Drop-in visits will be discouraged.

The purchasing agent may visit vendor plants and business facilities to improve mutual understanding and to assist in the selection of vendors.

Purchasing personnel shall establish and maintain good vendor relations. The following practices are expected

- Grant equal opportunity to all qualified vendors;
- Keep competition open and fair;
- Decline taking advantage of seller's honest errors;
- Observe strict truthfulness in all transactions;
- Show consideration for seller's difficulties and extend cooperation when possible;
- Vendors shall be afforded cordial and friendly consideration;
- Keep completely free from personal obligation to vendors;
- Respond promptly to communications;
- Keep an open mind in relation to new methods and materials;
- Cultivate and maintain genuine and business-like association with vendor representatives that is based upon mutual need, trust, and confidence;
- Maintain a high code of personal and professional ethics, backed up by both good judgment and conscience.
- Alternative or multiple sources of supply shall be maintained as a means of insuring quality service, minimizing costs, and creating a favorable competitive environment for the procurement of goods and services.
- Continuing competition stimulates and improves vendor products and ideas. This concept will create a favorable trade image for College of Central Florida.

### ***Purpose***

The key to improving unsatisfactory vendor performance is documentation.

Any difficulties due to poor service, poor performance, poor quality, or materials, which do not meet specification requirements, will be reported to the purchasing agent.

### ***How to Report***

A properly prepared report of unsatisfactory materials and/or services must contain the following information:

- Purchase order number;
- Contract number (when applicable);
- Vendor name, address, and phone number;
- College of Central Florida department, contact person, and phone number;
- Budget head signature;
- Brief explanation of *exactly* what the problem is, and why the product or service is unacceptable (care should be taken to provide *only* objective information);
- All available documentation shall be attached.

### ***Follow-up***

The purchasing department will contact the vendor requesting a written response to the report.

The purchasing department shall notify the College of Central Florida department as to the vendor's response and any action to be taken by purchasing.

The purchasing department may determine that a meeting should be held to resolve the problem(s). The purchasing department shall notify the College of Central Florida department of said meeting, and ensure that a representative of the College of Central Florida department attends.

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## Certified Minority Business Enterprises (CMBE)

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### ***General***

College of Central Florida encourages all segments of the business community to participate in its purchasing program. In compliance with State requirements, College of Central Florida will honor certification of vendors made by the State of Florida's Office of Vendor Diversity.

### ***Procedures***

To facilitate increased participation from Certified Minority -owned Business Enterprises (CMBE) the purchasing department may:

- Solicit a quote from at least one (1) CMBE when requesting written quotes between \$20,000 and Category 3 of Florida Statute 287.017) and bids (over Category 3 of Florida Statute 287.017) whenever possible.
- Endeavor to identify CMBE's which are eligible for certification in all areas of providing services, supplies, materials, equipment, and construction and inform them as to how to gain assistance from the State of Florida's Office of Vendor Diversity regarding certification.
- Assist CMBE companies regarding participating in the procurement process.
- Participate in workshops and programs sponsored by community colleges, federal, state, county or municipal governments that are intended to educate, certify and/or promote greater participation of CMBE companies.
- Whenever appropriate, utilize the State Purchasing Vendor Bid System to advertise invitations to bid, requests for proposals, requests for quotes and other solicitations to increase CMBE participation.
- In support of the vendor bid system, a link to State Purchasing Vendor Registration application shall be available on the purchasing department's website.

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## PRIDE

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Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) is a not-for-profit corporation authorized by the Florida Legislature in 1981 to operate the state prison industries.

College of Central Florida supports the concept of purchasing equipment and supplies from PRIDE whenever it is reasonable to do so. In order to determine if a purchase is reasonable, the cost of any product and the delivery schedule will be considered. The purchasing department will assist any department in securing price quotations and ordering from PRIDE, and will maintain a catalog of items, with prices, that are available.

PRIDE sells the following types of items:

- Office furniture
- Printed items – business cards, letterhead, forms
- Imprinted items – binders, index tabs, pad holders, stadium cushions, carry-all bags, pencil bag
- Plaques
- Signs – desk plates, door plate, Braille signs
- Decals
- Vehicle marking
- Boxes
- Clothing – institutional uniforms and jumpsuits, safety boots, scrub sets

- Traffic paint
- Treated wood and park furniture

You can visit their website at: [www.pride-enterprises.org](http://www.pride-enterprises.org).

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## RESPECT

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### ***General***

RESPECT of Florida is the central nonprofit agency of the State of Florida Commission for Purchase from the Blind or Other Severely Handicapped. The Commission was established within the Department of Management Services by the Florida Legislature in 1974 through Sections 413.032-413.037, Florida Statutes.

RESPECT works with nonprofit organizations around the state of Florida, which employ persons with disabilities in the production of products and services. The products and services offered span technologies and industries, providing a wide array of training opportunities for Florida's citizens with disabilities. RESPECT's purpose is to ensure a constant market for these products and services to state and local government agencies.

College of Central Florida supports the concept of purchasing supplies from RESPECT whenever it is reasonable to do so. The purchasing department will assist any department in securing price quotations and ordering from RESPECT, and will maintain a catalog of items, with prices, that are available.

### ***Authorization***

In accordance with Section 413.036, Florida Statutes, all purchases of commodities and services on the RESPECT procurement list shall be made under the terms, prices, and conditions of the procurement list by agencies of the state and any political subdivision of the state, if the product or service is available within a reasonable delivery time.

### ***Competitive Bidding Exemption***

College of Central Florida is exempt from the competitive bidding requirements of Chapter 287, Part I, Florida Statutes, or other applicable local ordinances, when purchasing commodities and/or services from RESPECT.

### ***Products Sold***

RESPECT sells the following types of items:

- **Computers** – upgrades and services, web page development and design
- **First Aid**
- **Safety products** – back support belts, EMS backboards, latex gloves, safety glasses, vests
- **Janitorial and kitchen cleaning products** – cloths and towels, deodorizers
- **Municipal products** – barricade tape, bicycle racks, directional signs, flags, recycled benches, wood signs
- **Office products** – white boards and accessories, bulletin boards, desk calendars, chair mats, clam clips (an alternative to binder clips), clipboards, wall clocks, ergonomic office accessories, laser printer cartridges, mailing tubes, office equipment cleaning kits, surge suppressors, pens and pencils
- **Promotional products** – award plaques, embroidered clothing, silk screened clothing, document frames

- **Services** – microfilming services

You can visit their website at: <http://www.respectofflorida.org>

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## Receiving

### ***General***

In order to ensure the vendor is paid in a timely manner, accounts payable must be notified when materials and/or services are physically received.

College of Central Florida's purchase order forms include default instructions to deliver materials to the central receiving department at the West Campus. Indicate on the requisition if the order should be delivered to another campus or directly to the department.

### ***Receipt by College of Central Florida Departments (directly from vendor)***

- **Services:** The people accepting the services must sign and date the receiving report, note approved for payment, and forward all documentation to accounts payable.
- **Blanket purchase orders and other materials not received through central receiving:** The individual who receives the materials/services completes a receiving report and authorization for payment (BGE-3), obtains approval signatures by the budget supervisor, and forwards to accounts payable with attached invoice and packing slip.
- **Responsibility:** It is the responsibility of the ordering department to ensure that all incoming shipments are inspected to determine that materials received are in conformance with the purchase order. If materials are to be returned, the ordering department with contact the vendor to arrange to return item(s) within 10 days of receipt of shipment. The receiving department will assist with return shipment of the item(s).
- **Delivery:** The central receiving department will distribute the materials to the proper department. At time of delivery, a signature will be requested for the materials. Actual receipt/signing for the materials may be done by any College of Central Florida employee. Signing for materials does not make the employee personally responsible. Signatures verify delivery was made to the department.
- **Receipt of office supplies:** College of Central Florida's contract for office supplies includes "desk top" delivery. .

### ***Receipt of goods in the central receiving department***

- Only deliveries by common carrier and UPS will be accepted by central receiving. Immediately upon receipt of materials, it is imperative that the shipment be checked for any damage, shortage, or overage. Follow the steps outlined below:
- Check for **external damage** to the packaging. Take pictures of obvious damage.
- **Verify count:** Ensure all item(s) received match the delivery receipt. If any shortage or overage is discovered, note exactly how many cartons are short or over on the carrier's delivery receipt and have the driver note and sign the shortage/overage on the ordering department's copy. Make sure all copies of the delivery receipt state the shortage or overage. Any damaged items must be handled in the same manner as shortage/overage. Failure to report shortage, overage, or damage may result in null or void claims.
- **Delivery by commercial truck line:** Materials delivered by commercial trucks are usually large quantities of one product or a few very large items. The driver generally has a packing slip in addition to a bill of lading. The materials should be inspected prior to removal from the carrier's truck. Any damage must be noted on the bill of lading, and refused or accepted accordingly.

Drivers are responsible only for tailgate delivery, unless an extra charge has been paid for off-loading and setting in place or pricing was made for "inside delivery". However, most items purchased through the bid process include the extra charge. Contact the purchasing department in the event of a dispute.

- **Match with the appropriate PO:** The receiving report notifies accounts payable that the specific ordered item(s) have been received, inspected, and are satisfactory. Notation should be made on the receiving report & authorization for payment form when final shipment is received so that the purchase order may be closed.
- **Collect deliveries:** Most deliveries are made FOB (Free-on-Board) destination, freight prepaid, therefore, collect deliveries should not occur. In the event a carrier has a **collect** delivery, the delivery should be **refused**.
- **Over-night packages:** All overnight packages, Federal Express, UPS Next Day, Airborne, and next day deliveries will be delivered to central receiving and then delivered directly to the requesting parties. Refer to Item 2 above, receipt by College of Central Florida departments.

### ***Receipt in Department (via Central Receiving)***

- Open all cartons and examine the packaged materials carefully. Check for visible and concealed damage, under-shipments, overages, and unauthorized substitutions. Note any damage or problems on all documents. See *Discovery of Damage* below.
- Check the contents of each carton against the packing list (if available). Make certain none of the contents are distributed for use prior to checking the entire shipment or delivery.
- If shortage, overage, or damage is discovered, or an incorrect item is received, contact the purchasing agent immediately. Do not sign the receiving report until the problem is resolved.
- Delays in checking shipments and forwarding the receiving documentation may result in loss of cash discounts, and/or slow payment of invoices which results in loss of vendor confidence and possible increased costs.

### ***Discovery of Damage***

Freight damage is a problem usually without a complete solution. However, the following procedures are beneficial and necessary in handling freight damage and claims against common or commercial carriers (deliveries made by trucking services other than the vendor's own truck and driver). All employees who receive deliveries should adhere to these procedures.

- **Deliveries by the vendor's truck:** Refuse delivery of the damaged packages/items.
- **Deliveries by professional shipping company (common/commercial carrier) -** Follow the steps outlined below when visible or concealed damage is discovered.
  - ✓ Refuse delivery if possible. If not, refer to the steps outlined below.
  - ✓ Should the driver refuse to open the carton or to wait for inspection, write a statement on all copies of the delivery ticket such as "*Except for concealed damage*" or "*Subject to Inspection*", and sign the document. Retain a copy.
- **External damage:** Carefully examine each carton for damage. If damage is visible, note this fact on the delivery receipt and have the driver clearly note the same on his/her copy. Take pictures of the damage. If the carton has the appearance that contents inside may be damaged, insist that it be opened at that time, and both the employee and the driver should inspect the contents. Any concealed damage discovered should likewise be noted on the delivery receipt and on the ordering department's copy. The ordering department retains a copy.

- **Retain damaged item(s):** The damaged item(s) cannot be used or disposed of without written permission of the vendor. Not only must the damaged item(s) be held at the point where received, but the containers and all inner packing materials **MUST** be held until an inspection is made by the freight company's inspector.
- **Do not return damaged item(s) to shipper:** Return of such item(s) shall be made only with written authorization from the shipper. When authorization is received, the item(s) shall be returned, with all shipping costs to be paid by the shipper or carrier.
- **Notify the purchasing agent at once.** The purchasing department shall:
  - ✓ Call the carrier/vendor to report the damage and request inspection: The call should be placed immediately upon discovery of the damage, but under no circumstances should it be delayed longer than 10 days after delivery. Failure to report concealed damage within this statutorily 10-day period will result in the carrier denying the claim.
  - ✓ Confirm the call in writing. This is not a mandatory requirement, but it shall establish the fact that the carrier was notified within the 10 day period. It is strongly recommended that all calls be confirmed in writing. Copies of the letter shall be filed with the purchase order and sent to the ordering department for record keeping.
  - ✓ **Central receiving shall secure a receipt** from the carrier if damaged item(s) are picked up: Forward the receipt to the purchasing department.

### ***Inspection by the Carrier***

When the carrier makes inspection of damaged item(s), the purchasing agent and central receiving shall

- **Preserve the damaged item(s) in the receiving area.** Ensure damaged items have not been removed from the central receiving area prior to inspection of the packaged materials and freight bill. The ordering department must retain delivery receipt, as it will be needed for supporting documentation when filing claim.
- **After the inspector completes the inspection report, read it carefully before signing.** If the ordering department is not in agreement with any factors or conclusions made on the report by the inspector, do not sign it. Unless repairs will be completely satisfactory, be sure the inspector requests replacement on the inspection report. A new item can be ordered only if the inspection report specifies *Replace*.
- **Forward a copy of the inspection report and delivery receipt to the purchasing agent.** The purchasing agent will determine if shipment was in fact FOB Destination and if so, the purchasing agent will forward all paperwork to the vendor and make necessary adjustments, i.e. replacement, request to return damaged goods, etc. If it is determined that the shipment was FOB shipping point, the purchasing agent will file the claim.

### ***Receipt of Computer Equipment***

- Central receiving inspects boxes and signs for equipment.
- The institutional technology staff picks up the delivery from central receiving.
- The institutional technology staff sets up and tests the equipment.
- The institutional technology staff delivers to the appropriate department.
- Inventory control applies the College of Central Florida code label.
- The receiving report is sent to accounts payable for processing payment to the vendor.

### ***Receipt of telecommunications equipment***

All deliveries of other telecommunications equipment and peripherals shall be routed to the telecommunications support specialist, who shall inspect the deliveries.

### ***Unidentified deliveries***

Any delivery of materials that do not reference a purchase order number or have specific delivery instructions or information shall be brought to the attention of the purchasing department.

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## **Returns**

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When vendors have shipped items as specified on a purchase order, they may have legally complied with their obligations to College of Central Florida and may have no obligation to accept returned items.

Most vendors will accept returns with a restocking fee and shipping charges. Purchasing will assist any department in negotiating the return of products.

If restocking fees are necessary, they can be paid with a change order to the purchase order.

All returns must be accompanied by a packing slip, which includes a return authorization number. The purchasing department shall contact the vendor to request the return authorization documents, and provide them to the central receiving.

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## **Disposal of Property**

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### ***General***

The following procedures should be followed:

See Administrative Procedure 8.00 dated 7/21/08.

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## Fiscal Year-End Closing

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### ***General***

In order to meet state mandated reporting guidelines, it is critical that year-end closing activities be accomplished in an orderly and timely manner. The College establishes the time lines for processing expenditure transactions and other related activities. We would appreciate your assistance in meeting these time lines so College of Central Florida can successfully end the fiscal year and fulfill its responsibilities.

### ***Travel***

All reimbursements for in-district and out-of-district travel through June 30<sup>th</sup> must be received in the financial services office no later than the close of business on the July date (announced by the senior vice president of administration and finance) for payment and processing against the current fiscal year budget. Any travel reimbursements requests received after this date, assuming they are approved, will be processed against your next fiscal year budget.

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## Common Terms Used in Public Purchasing

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***Acknowledgment:*** A communication indicating that something has been received or understood. In purchasing, it usually refers to a form that is received from a supplier that accepts or sometimes modifies the purchase order.

***Addendum:*** A written addition or supplement to a document; e.g.; items or information added to a procurement document.

***Advertising:*** The act of preparing and distributing advertisements that calls attention to a contemplated purchase.

***All or None:*** A bid submitted in response to an invitation to bid, in which the bidder states he will not accept a partial award, but will accept only an award for all the items, services, etc. This qualified bid may be accepted, only if provided for in the invitation to bid.

***Annual Requirement Contract:*** A contract under which a supplier agrees to provide goods and/or services for a specified time, at an agreed upon price, on an as needed basis. (Aka, term contract)

***ANSI:*** American National Standards Institute; an organization established to promote the knowledge and voluntary use of approved standards for industry, engineering, and safety design.

***Apparent Low Bidder:*** Bidder offering the lowest price, but responsiveness and responsibility has not yet been determined.

***Arbitrary:*** A determination made willfully by whim or caprice; unreasonable, changeful, and tyrannical; used as in "arbitrary and capricious action" to express irrational disregard of facts or circumstances.

***Back-door Selling:*** Unofficial, irregular, devious buying or selling, or unauthorized actions.

***Bid:*** An offer submitted in response to an Invitation to bid issued by a public agency; can become a contract upon acceptance by the entity.

***Bid Bond:*** A written agreement by which a third party (surety) guarantees that a bidder will accept a contract as bid, if it is awarded.

**Bid Security:** A sum of money, which can be in the form of a bid bond, cashier's check or certified check submitted with a bid, when required, which guarantees that the bidder will accept a contract, if awarded, or forfeit the security.

**Bid Opening:** The public opening of bids that are recorded and made available for public inspection.

**Bid Tabulation:** The recording of bids (or quotes) and related information in response to an invitation to bid (or request for quote) for purposes of evaluation, price comparison, analysis, and record keeping.

**Bill of Lading** – Describes the contents of a shipment and is a receipt by the carrier for the goods. It provides proof that a shipment was made and is evidence of ownership.

**Blanket Purchase Order (BPO):** A contract under which a supplier agrees to provide goods or services to a purchaser on an as needed basis; the BPO provides a not-to-exceed (NTE) amount and the period covered, usually through the fiscal year, shipments are to be made as required by the purchaser. It should include a termination statement, and a list of persons authorized to place orders. Quantities and specific items are not specified. Capital items may not be purchased through a BPO.

**Bona fide:** In good faith.

**Business Office:** Certain departments under the direct supervision of the vice president of administration and finance, specifically: purchasing, accounts payable, accounts receivable, budgeting, payroll, and grants.

**Buyer of Record:** The purchasing staff member who performed all purchasing related duties for a specific purchase order.

**Capital Items:** Items purchased which have a purchase price of \$1,000 or over, and have a useful life of at least one year. These items must be assigned and labeled with a College of Central Florida decal number, and inventoried on a regular basis.

**Category:** Florida Statute 287.017 created the following purchasing “categories”/threshold amounts for public purchasing:

- Category One: \$20,000
- Category Two: \$35,000
- Category Three: \$65,000
- Category Four: \$195,000
- Category Five: \$325,000

**Clayton Act (1914):** Prohibits price discrimination between different purchasers if such discrimination substantially lessens competition or tends to create a monopoly in any line of commerce.

**Commodity:** A good or service

**Contingent Fee:** A commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a contract. See Florida Statute 287.055.

**Contract:** A legal document that defines the terms and conditions governing the procurement of goods and/or services; an agreement between individuals or organizations. For a contract to be legally enforceable, the parties must be capable in a legal sense, there must be an offer, there must be an

acceptance, and there must be consideration (something given in return for something else, such as goods or services).

**Cooperative Purchasing:** The combining of requirements of two or more governmental entities in order to obtain the benefits of volume purchases and/or reduction in administrative expenses. College of Central Florida is a member of COPP (Committee of Purchasing Professionals) which includes representatives from all 28 Florida community colleges, which cooperatively bid items including, but not limited to: office supplies, transportation services, and banking services.

**DBoT:** The District Board of Trustees of Central Florida Community College.

**Default:** Failure by a party to a contract to comply with contractual requirements.

**Descriptive Literature:** Information, furnished by a bidder as part of a bid, which shows the objective characteristics based upon facts, of a product: e.g.; charts, illustrations, drawings, brochures, etc. Only information needed to determine the acceptability of an item should be included.

**Equal items:** Items offered must be "exact" as to size, function, basic design type, quality of material, method of construction and fully compliant with "all" required specifications.

**Equivalent items:** Items offered must be "similar" as to size, function, basic design type, quality of material, method of construction and "most" specifications.

**Express Warranty:** The assurance as to certain facts written by a seller; a guarantee in the precise words of the seller.

**Expediting:** The application of applying pressure on suppliers to get them to either meet the original delivery timelines or deliver ahead of schedule

**Financial Services Office:** Certain departments under the direct supervision of the vice president of administration and finance, specifically: purchasing, accounts payable, accounts receivable, budgeting, payroll, and grants.

**FOB:** Free on board; without charge for delivery to and placing on board a carrier at a specified point, determines the point at which title for the shipment passes from vendor to purchaser. College of Central Florida's commonly used delivery (pre-printed on the purchase order) is FOB Destination: a shipment to be delivered to the destination designated by the purchasing agent; usually the point at which College of Central Florida accepts the shipment.

**Indemnification:** To protect against hurt or loss; to exempt from incurring penalties or liabilities; to compensate or pay for damage.

**Invitation to bid (ITB):** A formal solicitation for sealed competitive bids with the title, date and hour of the public bid opening designated. An Invitation to bid is used when the lowest price (or highest income) from a responsive and responsible bidder is the determining factor for award. The statement of work and/or specifications must be clearly defined and not subject to alternate approaches. Bids are not subject to negotiation following bid opening unless only one bid is received. The term includes all documents that are attached, or incorporated. Aka, invitation for bid, invitation to tender, request for bid. Also, refer to *Request for Proposal* below.

**Jobber:** A dealer who buys goods from a manufacturer or importer in large quantities and sells smaller quantities as a retailer.

**Joint Venture:** Two or more persons or firms entered into a single effort; partners working together for mutual benefit.

**Liability:** In accounting, it is what a company owes. In law, it is an obligation to do or refrain from doing something; a duty that eventually must be performed; an obligation to pay money.

**Market Survey:** An attempt to ascertain whether qualified sources capable of satisfying the entity's requirement exist. This testing of the marketplace may range from written or telephone contacts with knowledgeable experts regarding similar requirements and to other sources, e.g., technical/scientific journals, or solicitations for information or planning purposes. Additionally, they are utilized to determine appropriateness of a sole source, and appropriateness of rebidding an annual contract rather than extending for additional term(s).

**May:** Denotes preferred or requested items, but non-mandatory.

**Merchantability:** Quality and condition of the item to be sold must fulfill the requirements of the purchaser. If it must be used in a certain way, only, its fitness for use in that particular way is implicitly warranted.

**Must:** Denotes a mandatory requirement.

**No Bid:** A response to an invitation to bid by a respondent who does not wish to submit an offer. It usually operates as a procedure to prevent suspension from the bidders list for failure to submit bids.

**Packing Slip:** Information prepared by the supplier about the contents of a shipment.

**College of Central Florida Department:** A general term to include all departments within Central Florida Community College that the purchasing department supports by providing procurement services.

**Performance Bond:** A contract of guarantee, executed subsequent to award by a successful bidder to protect College of Central Florida from loss due to the bidder's inability to complete the contract as agreed.

**Pre-Bid Conference:** A meeting of prospective bidders, arranged and chaired by purchasing department, to help potential bidders understand the requirements of the invitation to bid

**Public Purchasing:** The process of obtaining goods and services for public purpose, following procedures implemented to increase competition and protect public funds from being expended extravagantly or capriciously.

**Purchase Order (PO):** A formal, written offer to a vendor to purchase commodities, equipment and/or services containing all terms and conditions of a proposed transaction. A purchase order is a legally binding contract when it signed by the vendor or when the work proceeds.

**Qualified Products List:** A list of products that, because of the length of time required for test and evaluation, are tested in advance of procurement to determine which suppliers comply with specification requirements

**Quotation:** A statement of price, terms of sale, and description of goods or services offered by a seller to a prospective buyer.

**Request for Information (RFI):** A written request for information to determine market availability and/or credentials used to create a list of prequalified potential contractors. No award is made following

issuance of an RFI since it is typically the first step in a two-step solicitation process leading to the issuance of request for quote, invitation to bid, or request for proposals.

**Request for Proposal (RFP):** A formal solicitation for sealed competitive proposals with the title, date and hour of the public proposal opening designated. The term includes all documents that are attached, or incorporated. The RFP differs from the Invitation to Bid, as the ITB is usually for less complex projects where a price is needed for a clearly determined project. The RFP is used when project methodologies and approaches need to be evaluated, other than just the best price are involved. An RFP may address and award criteria points for numerous requirements in addition to dollar amount and best value. For example, points may be awarded for the contents of a sample design submitted by the proposer, proposer's experience with institutions of higher education, etc. The RFP should identify the requirements for the respondent to address. Proposals are subject to negotiation.

**Request for Quote (RFQ):** An informal solicitation or request for information (a minimum of 3 in standard cases), where oral or written quotes are obtained from vendors without formal advertising or receipt of sealed bids. Used only where statutes do not require formal sealed bids, such as small or emergency purchases, but price competition is desired. It is considered good business practice to establish price competition.

**Requisition:** An electronic form by which a funded department sends to the purchasing department details of materials required to meet its needs, and approval for purchase of said item. Requisitions are input into the CFRS system electronically (via computer).

**Responsible Bidder:** A bidder whose reputation, past performance, business and financial capabilities are such that the bidder would be judged by appropriate authority to be capable of performing a specific contract.

**Responsive Bidder:** A bidder whose bid does not vary from the specifications and terms set out in the Invitation to bid.

**Shall:** Denotes a mandatory requirement.

**Sherman Anti-Trust Act (1890):** Prohibits contracts, conspiracies, or combinations that act in restraint of trade, or attempt to monopolize.

**Should:** Denotes preferred or requested items, but non-mandatory

**Single Source:** Vendor selection determined by objective business decisions such as; leveraged volume purchase contracts, standardization programs/systems, part/service provided by "original equipment manufacturer", consistency of quality/batch control, "just in time" delivery requirements, etc.

**Sole Source:** Exists when a single seller controls the supply of products or services in a defined market. These situations are usually the product of market conditions such as; technology leadership, patent protection, limited/exclusive franchise distributorships, mergers and acquisitions, etc.

**Specification:** There are three types of specifications. Functional specifications define function, duty or role of the goods or services. Performance specifications define the purpose of the goods or services in terms of how effectively it will perform, that is, in capability or performance terms. Technical specifications define the technical and physical characteristics and/or measurements of a product, such as physical aspects (for example, dimensions, color, and surface finish), design details, material properties, energy requirements, processes, maintenance requirements and operational requirements. All three types may be combined to form one specification.

**State Contracts Website:** State purchasing website that was established for state agencies and other public/governmental entities to access and download information on state contracts and agreements.

**Terms and Conditions** – The legalities that govern the procurement of a good and/or service.

**Term Contracting:** A purchasing technique in which a source or sources of supply are established for a specified period, usually characterized by an estimated or definite minimum quantity, with the possibility of additional requirements beyond the minimum, all at a pre-determined unit price.

**Terms and Conditions:** A phrase generally applied to the rules and stipulations that all bids and contracts must comply.

**Title:** The instrument or document whereby ownership of property is established.

**Vendor**– Company who supplies goods and/or services to College of Central Florida (aka supplier or seller).

**Vendor Bid System:** State purchasing website includes the “Vendor Bid System”, which is available as a resource to post/advertise invitations to bid. This Internet-based system automatically notifies registered suppliers of potential opportunities to sell their products and/or services to member governmental/public entities within the State of Florida and all state agencies. College of Central Florida this website’s services to advertise invitations to bid, requests for proposals, and requests for quotations when it is deemed appropriate.

**Waiver of Mistake or Informality:** The act of disregarding minor errors or minor technical nonconformities or errors in a bid that do not substantially alter the bid, and will not adversely affect the competition between bidders.

**Warranty:** The representation either expressed or implied that a certain fact regarding the subject matter of a contract is presently true or will be true. Not to be confused with “guarantee,” which means a contract or promise by one person to answer for the performance of another person.

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<b>Will:</b> Denotes a mandatory requirements <b>Quick Reference Guide for Insurance Requirements for Goods and Services</b>		
<b>Low Risk Exposure</b> <b>Goods &amp; Services</b>	<b>Moderate Risk Exposure</b> <b>Goods &amp; Services</b>	<b>High Risk Exposure</b> <b>Goods &amp; Services</b>
Presents a minimal threat to safety, health and well-being of public; has low potential to cause business interruption, financial loss, increased costs or degradation of performance.	Potential to cause injury / illness, property damage, some business interruption, financial loss, increased costs or degradation of performance.	Likely to cause severe injury/death, major property damage, significant business interruption, financial loss, increased costs or degradation of performance.
<b>Goods &amp; Services</b>		
<ul style="list-style-type: none"> <li>➤ Advertising</li> <li>➤ Art</li> <li>➤ Athletic equipment</li> <li>➤ Audio equip/sup</li> <li>➤ Cell phones</li> <li>➤ Classroom training</li> <li>➤ Clerical Services</li> <li>➤ Clothing</li> <li>➤ Computers</li> <li>➤ Copiers</li> <li>➤ Data processing</li> <li>➤ Floor coverings</li> <li>➤ Furniture repair</li> <li>➤ Library</li> <li>➤ Mailing services</li> <li>➤ Maps</li> <li>➤ Office equipment</li> <li>➤ Office Equip main</li> <li>➤ Office Supplies</li> </ul>	<ul style="list-style-type: none"> <li>➤ Pagers</li> <li>➤ Paper</li> <li>➤ Personal service</li> <li>➤ Printing/graphics</li> <li>➤ Program development</li> <li>➤ Promotional goods</li> <li>➤ Reports</li> <li>➤ Research</li> <li>➤ Seminars/workshops</li> <li>➤ Signs</li> <li>➤ Software</li> <li>➤ Speakers</li> <li>➤ Theatrical sup.</li> <li>➤ Tools</li> <li>➤ Trainers</li> <li>➤ Training aids</li> <li>➤ Wall coverings</li> <li>➤ Window coverings</li> <li>➤ Web design</li> </ul>	<ul style="list-style-type: none"> <li>➤ Air conditioning</li> <li>➤ Appliances/repair</li> <li>➤ Automobiles</li> <li>➤ Auto repair/main</li> <li>➤ Beverage equip</li> <li>➤ Building equip</li> <li>➤ Building supplies</li> <li>➤ Catering</li> <li>➤ Compressors</li> <li>➤ Delivery services</li> <li>➤ Electrical</li> <li>➤ Electronic</li> <li>➤ Equip rental</li> <li>➤ Fasteners</li> <li>➤ Filming</li> <li>➤ Fire equip</li> <li>➤ Food equip</li> <li>➤ Furniture</li> <li>➤ Janitorial Services</li> <li>➤ Landscaping</li> <li>➤ Moving services</li> <li>➤ Pavement Repair</li> <li>➤ Pavement striping</li> <li>➤ Program mgmt.</li> <li>➤ Pumps</li> <li>➤ Refrigeration</li> <li>➤ Safety equip/sup</li> <li>➤ Sidewalk const</li> <li>➤ Security services</li> <li>➤ Telcom equip/svc</li> <li>➤ Trailers</li> <li>➤ Transport</li> <li>➤ Tree trimming</li> <li>➤ Water service</li> <li>➤ Water treatment</li> <li>➤ Window clean</li> </ul>
<ul style="list-style-type: none"> <li>➤ Air charters</li> <li>➤ Asphalt paving</li> <li>➤ Bleachers/seating</li> <li>➤ Blasting</li> <li>➤ Building const.</li> <li>➤ Bus charters</li> <li>➤ Chemicals</li> <li>➤ Crane rental</li> <li>➤ Crane services</li> <li>➤ Demolition</li> <li>➤ Drugs</li> <li>➤ Elevator main</li> <li>➤ Excavation</li> <li>➤ Food services</li> <li>➤ Fuel/lubricants</li> <li>➤ Exhibitions</li> <li>➤ Gases</li> <li>➤ Hazardous waste</li> <li>➤ Haz Materials</li> <li>➤ Health care services</li> <li>➤ Lab equipment</li> <li>➤ Lab supplies</li> <li>➤ Medical equip.</li> <li>➤ Medical sup.</li> <li>➤ Office trailers</li> <li>➤ Pest control</li> <li>➤ Professional services</li> <li>➤ Road construction</li> <li>➤ Services to minors</li> <li>➤ Sewer construction</li> <li>➤ Special license requirements</li> </ul>		
<b>Insurance Requirements</b>		
<b>Commercial General Liability / Occurrence</b> <ul style="list-style-type: none"> <li>• Per occurrence \$ 500,000</li> <li>• Completed Operations \$ 500,000</li> <li>• Personal &amp; Adv Injury \$ 500,000</li> <li>• General Aggregate \$1,000,000</li> <li>• Products \$1,000,000</li> </ul> <b>Automobile Liability</b> \$500,000 <b>Workers' Compensation</b> Statutory <b>Hold-harmless Agreement</b> <b>Additional Insured Required</b> <b>30 Day Notice of Cancellation</b>	<b>Commercial General Liability / Occurrence</b> <ul style="list-style-type: none"> <li>• Per occurrence \$1,000,000</li> <li>• Completed Operations \$1,000,000</li> <li>• Personal &amp; Adv Injury \$1,000,000</li> <li>• General Aggregate \$2,000,000</li> <li>• Products \$2,000,000</li> </ul> <b>Automobile Liability</b> \$1,000,000 <b>Workers' Compensation</b> Statutory <b>Hold-harmless Agreement</b> <b>Additional Insured Required</b> <b>30 Day Notice of Cancellation</b>	<b>Commercial General Liability / Occurrence</b> <ul style="list-style-type: none"> <li>• Per occurrence \$1,000,000</li> <li>• Completed Operations \$1,000,000</li> <li>• Personal &amp; Adv Injury \$1,000,000</li> <li>• General Aggregate \$5,000,000</li> <li>• Products \$5,000,000</li> </ul> <b>Automobile Liability</b> \$1,000,000 <b>Workers' Compensation</b> Statutory <b>Hold-harmless Agreement</b> <b>Additional Insured Required</b> <b>30 Day Notice of Cancellation</b>