

## AP 6340 Bids and Contracts

### References:

2 Code of Federal Regulations Part 200.318  
NWCCU Standard 2.A.26  
ORS 279A, 279B  
Community College Rules of Procurement (CCRP)  
BP 3310 Record Retention and Destruction

The College is a member of the Participating Oregon Community Colleges (POCC) that have adopted on March 112, 2019 the Community College Rules of Procurement (CCRP) and follows those rules related to public contracting and consistent with ORS 279A, and 279B.

### Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the \$5,000 will not require documentation of price comparison. A department that historically purchases more than \$5000 in goods from a single vendor during a fiscal year should pursue informal written quotes.
- Purchase of goods or services of \$5,000 to \$49,999 will require documented quotes.
- Purchase of goods or services in excess of \$50,000 will require formal advertised bids.

In securing bids or quotations, the **College** will avoid acquisition of unnecessary or duplicative items. Contracts involving expenditures that require competitive bidding require approval by the Board of Education prior to award.

### Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, or texture of what is specified, and minimum standards of efficiency, durability, or utility required of what is specified.

### Procurement of Product or Service from Qualified Rehabilitation Facility (QRF)

The College shall procure the product or service from a qualified nonprofit agency for individuals with disabilities, if the product or service is of the appropriate specifications and is available within the period the public agency requires.

**Notice Calling for Formal Advertised Bids**

All bid opportunities will be posted to the Oregon Procurement Information Network (ORPIN). Additional advertising may include a Public Notice placed in the newspaper of general circulation, trade publications and direct mail.

Bid and contract documents shall be prepared and maintained by Chief Financial Officer or designee. All applicable statutory provisions and board policies shall be observed in preparation of the bids and proposal documents.

The Chief Financial Officer shall be responsible for ensuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding. The Chief Financial Officer shall be responsible for ensuring that bidders comply with requirements to provide bid bonds or performance bonds.

Chief Financial Officer or designee shall make available to the prospective bidders bid documents with sets of specifications and drawings and shall provide a convenient method wherein bidders, subcontractors, and materials personnel may examine the specifications and drawings.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

**Awarding of Bids and Contracts**

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the College.
- All bids shall be opened publicly, and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board of Education shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The College reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

**Duration of Continuing Contracts for Services and Supplies**

Continuing contracts for work or services furnished to the **College** are to be reviewed through the annual budget renewal process in the Chief Financial Officer's office.

**Emergency Repair Contracts without Bid**

The awarding of emergency repair contracts shall meet the requirements of ORS 279B.080. An agency must document the nature of the emergency and describe the method used for selecting the contractor.

The President or designee must authorize the procurement and document the Emergency Procurement justification prior to executing the procurement.

**Record Retention**

The **College** will retain records sufficient to detail the history of procurement as required by Oregon law. These records include: rationale for the method of procurement, selection of contract type, contractor selection and rejection, and the basis for the contract price.

**END OF PROCEDURE**

President's Cabinet Approval Date:	January 26, 2021
College Council Approval Date:	January 28, 2021
Last Revised:	January 28, 2021