

INDIAN HILLS COMMUNITY COLLEGE PROCUREMENT PROCEDURES

I. Institutional Regulations

- A. Competitive bids shall be solicited in connection with all purchases and in other instances where price comparison may be advantageous. Contracts shall be awarded without favoritism or prejudice to the lowest responsible bidder meeting specifications and other stipulated bidding conditions. The College reserves the right to reject any or all bids.
- B. It is the policy of the College to purchase products or services that meet the required specifications first from a locally owned business located within Merged Area 15 and secondly from a locally owned business located within the State of Iowa if the bids submitted are comparable in price to bids submitted by out-of-state businesses. Nothing in this procedure shall be construed to prevent the giving of a preference to businesses owned or operated by minorities or females, as may be provided in any provision of the law.

II. Procedure

A. Limitations

- 1. Purchases under \$5,000: Includes items costing less than \$5,000 each or groups of items from one vendor costing less than \$5,000. The practicality of bidding for these items should be considered, but is optional and left to the discretion of the individual departments and is not required by the Business Office. Prudent price comparisons should be conducted to ensure economical purchases and documented.
 - 2. Purchases \$5,000 or more: Includes items or groups of items from one vendor costing \$5,000 or more. Completed bid forms approved by the Business Office are to be given to every known vendor in Merged Area 15 giving them the opportunity to bid. A minimum of **three written bids** must be obtained from the prospective bidders based upon identical specifications. Any exceptions must be approved by the Chief Financial Officer (CFO) or President prior to bid openings. Bids will be opened in the presence of the CFO (or designated representative) or President. When the decision is made to not accept the lowest bid, justification for that decision must be maintained in the bid file and documented in the comment section of the purchase order. The CFO or President will review bids with the department making the purchase. Vendor status notification will require the approval of the CFO or President. Copies of these bids will be maintained in the originating department only. Exceptions to these requirements may be allowed for the purchasing of computer equipment, software and other peripherals such as printers.
- B. In order to avoid any appearance of conflict of interest purchases shall not be made from any business, which is wholly or in part owned by an employee of IHCC. Minor stock ownership in a national firm shall not be a basis for exclusion.
 - C. In compliance with Iowa Code, Section 73.16 each fiscal year the College shall have a goal to purchase at least 10% of the value of anticipated procurements of goods and services including construction, but not including utility services from Targeted Small Businesses, as identified pursuant to Iowa Code, Section 10A.104, subsection 8. A file shall be maintained of all certified Targeted Small Businesses. The Business Office shall monitor progress towards the goal.

D. Exceptions to bidding for products or services:

1. Physical Plant projects below \$10,000, that are of such a nature, that preparation of plans and specifications, and time consumed in obtaining three bids creates unwarranted additional cost or delays of the project.
2. For emergencies in the Physical Plant where repairs are critical to prevent significant discomfort, disruption to students or staff, a safety hazard, or further damage.
3. Items on National or State government, Iowa BioTech Association, Regent or other widely distributed and competitive contracts may be purchased at the contract price without bidding.
4. Purchases for resale in the Bookstore, Food Service and instructional related sales and services shall be the responsibility of the Supervisor in each respective area. Purchasing for these areas must also follow good business practices to ensure open competition among vendors and economical purchasing.
5. Plant Fund bidding shall be in accordance to the procedures for Construction Bids.