

**Cochise College
Administrative Policy**

**Category: Fiscal management
Policy Number: 2004
Title: Purchasing**

The Governing Board delegates to the President and his/her designated representative the authority to purchase equipment, supplies, and services used by the College.

All commitments of District funds to acquire items shall be processed either through the Purchasing Department on an approved purchase order form or electronic equivalent or by utilizing a Purchasing Card, a check request or petty cash.

All purchases of furniture, generally defined as movable assets not considered part of the building structures (e.g., desks, tables, chairs, credenzas, file cabinets, bookcases, etc.) for classrooms, offices and other areas of the College, regardless of funding source, must be approved by the Facilities Management and Purchasing departments and comply with established Cochise College furniture standards as maintained and implemented by the Facilities Management and Purchasing departments.

The Purchasing Department is expected to follow and comply with the Arizona Procurement Code.

**Procedure 2004.1
Purchasing**

When practicable, the College will assure adequate competition to make purchases at lowest cost consistent with the quality and delivery requirements of the department requesting purchase. Except in emergencies, as defined by law, the Director of Administrative Services shall obtain bids or proposals for all purchases estimated at \$50,000.00 or above, and shall be responsible for implementing all purchasing policies established by Cochise College and the State of Arizona.

1. General Requirement - Value:

Purchases up to \$10,000.00 - Although the College does not require solicitation of comparative prices for purchases under \$10,000.00, the budget manager shall solicit such prices when expedient for the College or when requested by the employee making the purchase.

Purchases with an aggregate value of \$10,000.00 to \$49,999.99 – For purchases with an aggregate value of \$10,000.00 to \$49,999.99, the budget manager shall secure and record at least three **written** price quotations by mail, email or facsimile and then forward these written quotations to the Purchasing department referencing the requisition number.

Purchases of \$50,000.00 and above - For purchases with an aggregate value of \$50,000.00 or greater, or of any higher amount established by State legislation, the College will attempt to obtain competitive written bids from a minimum of three qualified vendors. The Director of Administrative Services will submit to formal bid requests for purchases of a common item with an aggregate value of \$50,000.00 or more. The College prohibits subdividing orders to bypass the requirement for formal bidding.

2. Recurring Requirements:

The Director of Administrative Services may use the same supplier for a subsequent request to purchase the same item without further evaluation of pricing provided (1) that the item has not increased in price since the original quotation, and (2) that the purchase occurs 180 days prior to bid expiration date. The Director of Administrative Services will note original bid number on any/all subsequent purchase orders.

3. Emergency Purchases:

A breakdown of machinery, threatened curtailment or termination of an essential service, or a dangerous condition constitutes an emergency. The Director of Administrative Services or his/her designee, such as a department director or instructional manager, will make arrangements for purchasing necessary materials to resolve such problems. The Director or his/her designee will obtain, whenever practicable, competitive verbal price quotations and place an order with lowest bidder that meets delivery and quality requirements. When practical, the College representative will contact individuals or companies under contract with the State government and will file the following documentation in the office of the Director of Administrative Services on the next regular business day:

- a. Requisition marked "Confirming -- Do Not Duplicate."
- b. Tabulation of bids received.
- c. Copy of signed delivery receipt.
- d. Justification for emergency purchase.

4. Contract Award:

The Director of Administrative Services or his/her designee shall recommend awarding of all contracts. In evaluating bidder responses to an invitation to bid, the Director of Administrative Services will consider total cost, quality, and life cycle of contract purchase.

If offered items differ from those requested, the Director of Administrative Services shall obtain agreement of employee making the request before confirming the purchase. Since the Director of Administrative Services should make all purchases in the best interests of Cochise College, he/she has the prerogative of rejecting any or all bids or any parts thereof.

In purchasing decisions adverse to wishes of the employee requesting the purchase, the employee may appeal the decision to the Vice President for Administration, the appeal to include written supporting data.

Procedure 2004.2 Furniture Purchases

The College will involve representatives from across the District when establishing furniture standards for classroom, office and other furniture, as defined above. All furniture purchases for which standards have been established must comply with those established standards. The Facilities Management department is responsible for approving and implementing all furniture purchases to ensure compliance with established standards. Purchases of furniture items for which standards have not yet been established must still be approved by the Facilities Management department to ensure that the item is appropriate for the intended use and consistent with the style, quality and design of standard College furniture.

Furniture may only be purchased on an approved purchase order form or electronic equivalent. Furniture may not be purchased using a P-card, other College credit card, check request, petty cash or with personal funds for subsequent reimbursement.