

PURCHASING AND ACQUISITION

CF
(LOCAL)

PURCHASING
AUTHORITY

The Board delegates to the College District President or designee the authority to determine the method of purchasing, in accordance with CF(LEGAL), and to make budgeted purchases. All purchases valued at \$50,000 or more shall be taken to the Board for approval. This policy applies to the purchase of tangible property and/or services.

GENERAL POLICY

The Board gives critical attention to the purchase of goods and services by the College. In each case, the Board seeks to accept the lowest responsible bid that represents the best value for the College after considering all legal permissible factors in awarding a contract. In determining the best value, the Board shall act faithfully and exercise its best judgment to best serve the interests of the College and shall always exercise its honest discretion in seeking to accomplish the objective sought. The College shall strictly comply with all laws governing the purchase of goods and services. Bids determined to be unsatisfactory may be rejected by administrative or Board action as appropriate.

COMPETITIVE
BIDDING

If competitive bidding is chosen as the purchasing method, the District President or designee shall prepare bid specifications for items/services to be purchased. Bids may be submitted electronically or in sealed envelopes prior to the close date and time as indicated in the invitation to bid. Bidders may view the bid tabulation electronically immediately after the invitation to bid is unsealed or may attend a public bid opening in the College's purchasing office. Any bid may be withdrawn prior to the scheduled date and time for closing. Bids received after the specified time shall not be considered. No material changes may be made to a bid once it is submitted.

The College may reject any or all bids and waive technicalities or informalities in the solicitation process as deemed to be in the best interest of the College.

COMPETITIVE SEALED
PROPOSALS

If competitive sealed proposals are chosen as the purchasing method, the District President or designee shall prepare the request for proposals and/or specifications for items/services to be purchased. Proposals may be submitted electronically or in sealed envelopes prior to the close date and time as indicated in the request for proposal. Proposals received after the specified time shall not be considered. The name of all proposers submitting proposals will be available online at the time that the request for proposal is unsealed or proposers may attend a public proposal opening to hear the name of those companies submitting proposals. Proposals may be withdrawn prior to the scheduled time for closing. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

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	<p><u>The College may reject any or all proposals and waive technicalities or informalities in the solicitation process as deemed to be in the best interest of the College.</u></p>
<p><u>ELECTRONIC BIDS OR PROPOSALS</u></p>	<p><u>Bids or proposals that the College accepts through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.</u></p>
<p>RESPONSIBILITY FOR DEBTS</p>	<p>The College District shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with the <u>adopted budget, state law, Board policy and current College District administrative procedures.</u> The College District shall not be responsible for debts incurred by persons or organizations <u>who are not directly under Board control employees or duly authorized agents of the College District.</u> Persons making unauthorized purchases shall assume full responsibility for all such debts.</p>
<p>PURCHASE COMMITMENTS</p>	<p>All purchase commitments shall be made by the <u>District</u> President or designee on a properly drawn and issued purchase document through purchase order, contract, procurement card, or check request, subject to budget availability and in accordance with administrative procedures.</p>
<p>PERSONAL PURCHASES</p>	<p>College District employees shall not be permitted to purchase supplies, equipment, <u>or services</u> for personal use through the College's District's business office.</p>
<p><u>EQUAL OPPORTUNITY</u></p>	<p><u>The College encourages participation in the proposal process by small, minority and woman-owned businesses. Collin does not discriminate on the basis of race, color, religion, gender, national origin, age, disability or veteran status.</u></p>
<p><u>DELINQUENT FRANCHISE TAXES</u></p>	<p><u>Each corporation contracting with the College shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Texas franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.</u></p>