



"Creating an excellent
college experience"

Date Issued: September 2011	Policy Number: 302
Revised: October 2012	
Section: Administration	
Subject: Bid Process	

Bid Process:

When purchasing items review the following questions in order to determine if an item must be bid out. If the answer is yes to any of the questions you are required to go through the process.

1. Is the total of the invoice over \$2,000.00?
2. Are there one item or duplicate items being purchased that total \$2,000.00+?
3. Is the total of the item over \$5,000.00?

Bid requests must be submitted through Dining Services Business Office. The Purchasing Department will refer any requests back to the business office.

Procedure:

Items over \$5,000: Fill out the information requested on the [Bid Process Form](#) (policy 302a) including signature of Operations Manager and submit to the Executive Director. If available, include a spec sheet on the item requested. If no spec sheet is available, fill out the space provided with as much information as possible

Once approved, by both the Operations Manager and the Executive Director, the Executive Director will submit the bid request to the Business Office for processing.

Once submitted, the Business Manager will inform the requestor as well as the Executive Director as to the status of the item. Updates will include:

1. When the bid was submitted to purchasing
2. When the bids are due to be returned
3. When the bids are returned (Business Manager will ensure the submitter gets the bids)

The submitter will select the vendor to award and then review the selection with the Executive Director. The Executive Director will then have the Business Manager notify the Purchasing Department of the award.

Items under \$5,000 and over \$2,000: A P-Card may be used and the item does not have to be bid out but the Bid Process Form will still be used. **ITEMS OVER \$2,000 MUST STILL BE APPROVED BY THE EXECUTIVE DIRECTOR.**