

BIDDING REQUIREMENTS

Bids will be called for on all orders for equipment or supplies and on building additions or construction estimated to equal or exceed the amount set by law requiring public bidding. Exceptions include cases where the Board of Directors acts in an emergency and follows applicable laws and administrative rules. Bids may be called for or quotations requested for items or services involving lesser amounts if, in the judgment of the Board, the President or the Vice-President of College Services, it is in the College's best interests.

The dollar amounts that determine whether it is necessary to require a bidding process are set by law.

Bids of \$50,000 or greater require Board approval. Bids lower than \$50,000 may be approved by the President or President's designee. The bid of the lowest responsive bidder will be accepted consistent with specifications on quality, service, delivery and other requirements. Where the lowest bid is not accepted, alternative procedures set by the Board will be followed. The Board may accept any bid or may divide or reject any or all bids.

Opportunity will be provided to all responsible suppliers to do business with the College.

Records of bids and specifications will be kept in the College administration office and will conform with Oregon Revised Statutes and administrative rules.

END OF POLICY

Legal Reference:

ORS Chapter 341