I. Purpose
To facilitate and manage the purchasing of goods and services for MCC consistent with the following Board Policies:

4410 Purchasing
1700 Professional Services
4300 Selection of an Architect/Duties & Responsibilities

II. Role of the Purchasing Department
The Purchasing Department will facilitate and coordinate purchases made in the name of Mott Community College and retain any necessary documentation for each procurement transaction within the following guidelines:

a. Follow Board Policy as well as federal, state, and local laws and regulations
b. Maintain the public’s trust and confidence as the liaison between the College and the vendor community when acquiring goods and services
c. Obtain competitive quotes above the minimum threshold for goods & services of an acceptable quality at a reasonable price

Activity inconsistent with Board Policy and applicable laws and regulations are reported to the CFO for investigation and disposition.

III. Procurement Process
a. Bid Thresholds
   i. Simple Purchases – requisitions which total less than $2,500 may be directly awarded to the vendor requested by the operating department; competitive solicitation is not required.
      1. Requisitions for construction, renovation or maintenance repairs which total less than $5,000 per project or repair may be directly awarded to the vendor requested by the operating department; competitive solicitation is not required.
   ii. Competitive Quotes – purchases greater than the minimum threshold but less than $32,000, and as annually adjusted per Board Policy 4400 subsection 8, require a minimum of three competitive quotes, provided that if three vendors cannot be obtained, those quotations received may be sufficient.
   iii. Sealed Bids – a competitive, sealed bidding process is used for all purchases over $32,000, and as annually adjusted per Board Policy 4400 subsection 8.
   iv. Board Approved - Board of Trustee approval is required on all contracts and purchases (supplies, equipment, vehicles or services) exceeding $63,000 or on construction/maintenance purchases exceeding $95,000, and as annually adjusted per Board Policy 4400 subsection 8.
      1. Board approval is not required for contracts for non-discretionary services that do not have feasible competitive alternatives and are required for the daily operation of the College (i.e. continuation of existing software licensing and support).
   v. Bid Exemptions – Competitive solicitation is not required for 1) purchases under an existing, competitively awarded contract; 2) purchases made under a cooperative agreement of which the College is a member and where a documented, competitive solicitation process has been followed; 3) purchases of Professional Services as defined by Board Policy 1700; and 4) purchases made in cases of emergency involving the safety of persons, protection of property or
the immediate restoration of service to minimize interruption to College activities [see section III (b) Emergency Purchases].

vi. Purchases may not be divided into separate orders (transaction splitting) with the intent to avoid the competitive bid process

b. Emergency Purchases

Purchases which use the College’s Emergency Funds require the approval of the CFO or his/her designee. All other purchases requested under an emergency bid exemption which do not use the College’s Emergency Funds require the written approval of the requesting department’s respective Executive Cabinet Member or their assigned designee.

c. Sole Source Purchases

i. A sole source purchase is a purchase from one vendor under circumstances when competitive bidding is either not possible or practical (any attempt to obtain bids would result in only one vendor being available to meet the need).

ii. To notify the Purchasing Department of an intended sole source, the operating department needs to complete and submit a Sole Source Request Form. The Purchasing Department will review the reason for the sole source request and, if appropriate, conduct a good faith review of available sources, prior to issuance of a sole source purchase.

d. Local Preference for Vendors located within the Mott Community College District

All other factors being equal, vendors paying taxes within the Mott Community College District shall receive a half percent (½ %) preference. This calculation shall be a reduction of a half percent of the total value of their bid. If this preference, in the evaluation of the bids, changes the position of the vendor to the lowest bidder, they may be awarded the bid.

i. To qualify for local preference, vendors must demonstrate that they pay property taxes on property located within the Mott Community College tax district

ii. Any vendor located within the Mott Community College District awarded a contract pursuant to local preference will make records available to the College to establish such eligibility.

iii. No contract awarded pursuant to local preference shall be sublet in a manner that permits 50% or more of the dollar value of the contract to be performed by a subcontractor or subcontractors who do not own nor pay property taxes on property located within the Mott Community College tax district.

e. Awarding of Purchases and Contracts

Awards shall be made to the vendor whose bid is responsive to the solicitation and is the most advantageous to Mott Community College – price, quality and other factors considered.

i. Any and all bids or offers may be rejected when it is in the College’s best interest to do so.

IV. Professional Services

Professional Services, referenced in Board Policy 1700, are obtained on an as-needed basis under the supervision and direction of the responsible Executive Cabinet Member. Such services are not subject to a competitive solicitation process [see section III (a)(v)].