

Category: Operations

Policy Title: Competitive Bids

Policy Statement: For purchases and projects of \$150,000 and above, the college will solicit proposals by mail or other reasonable method generally available to the public from prospective suppliers. Instructions for submitting proposals will be specified on the Request for Proposal (RFP). Administration will privately review and evaluate proposals. *See Procurement – Federal Awards – for purchases with federal funds.*

Procedures:

The college shall have the right to reject any or all proposals and advertise for new proposals. The College reserves the right to award as is in its best interest and may; therefore, choose items from different vendors. Proposals shall be awarded taking into consideration cost, adherence to specifications, quality, performance, time of delivery, technical support, and other relevant factors. The College reserves the right to conduct discussions and negotiate final scope and price with successful bidder. The College reserves the right to refuse all proposals.

To initiate a competitive bid, the initiator shall contact the CFO as many weeks in advance of the desire acquisition date as possible. The initiator will provide details of the project as well as required specifications. The CFO will develop RFP documents for review by the initiator. The initiator will provide a vendor list. Once documents are finalized, suppliers will be notified of the Request for Proposals either by email or by U.S. mail.

All questions regarding the RFP will be directed to the CFO, who will work with the initiator to provide the information requested. Proposals will be submitted directly to the CFO at the place, date and time designated. The CFO will review all proposals privately with the proposal initiator. Proposals will be reviewed and considered based on numerous factors, including but not limited to cost, adherence to specifications, quality, performance, the time of delivery, technical support, demonstrated ability to perform and other relevant factors.

A recommendation will be prepared and presented to the College President, who will determine whether or not the recommendation will be presented to the GCCC Board of Trustees. Suppliers will be notified by the initiator of the outcome after official Board action.

Contacts: Chief Financial Officer

Approved Date: 10/20/2020, 07/27/2022

Policy History: [Click here to enter text.](#)

Keywords: purchasing, bids, proposals, RFP, single source, vendor, requisition, purchase order, purchase card

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