

Title: Bid and Quotation Limits

- Initial Action: 7-1-81
 - Board Resolution: 96-122, 17-037, 23-040a
 - Last Revised
 - Policy: 09/05/2023
 - Procedure: 09/05/2023
 - Last Reviewed: 09/13/2023
 - Effective: 09/28/2023
 - Next Review: 09/28/2026
 - Responsibility: Finance
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Policy:

Pursuant to Md. EDUCATION Code Ann. §16-311, the Board of Trustees of Cecil College shall advertise for bids at least two (2) weeks before bids are due, award or reject all bids for every contract for buildings, improvements, equipment or supplies that will cost \$100,000 or more. This policy is applicable except as the state law provides for the purchase of books or other materials for instruction; emergency repairs; any contract or purchase made by a county for a community college under procedures authorized by the county charter or an act of the General Assembly; any contract or purchase that qualifies as a “small procurement” as defined in the State Procurement Regulations; or any sole source procurement as defined-in the Annotated Code of Maryland which is approved by the Board of Trustees.

Written quotations are required from qualified and responsible vendors for any buildings, improvements, equipment or supplies costing \$15,000 up to the bid limit.

Procedures:

1. Purchase requisitions of less than \$15,000 shall be submitted through the On-line Purchase Requisition System. After the requisition is received by the Purchasing Office, a purchase order will be processed within 48 to 72 hours; however, the requisitioner should allow ample time for the approval process within the requisitioner’s department.

Approved purchase requisitions should be received by Purchasing before the equipment, supplies, or materials are ordered. Only valid Purchase Order numbers issued by the Purchasing Office are to be used.

2. Purchase requisitions of \$15,000 to \$49,999 must be accompanied by a quote from at least two vendors or an Exception Report as noted below. Purchase requisitions of \$50,000 to \$99,999 must be accompanied by a quote from at least three vendors or an Exception Report as noted below.

3. Purchase requisitions of \$100,000 and over are subject to the sealed bid/request for proposal requirements. The required information will be submitted to the Vice President of Finance and Administration at least 8 weeks before the bid/proposal due date to allow ample time for compiling and proofing the boilerplate and technical specifications and advertising the request for bids/proposals.

At a minimum, the request for bids/proposals will be advertised by the Purchasing Department in the local newspaper at least two weeks before the bids/proposals are due. The requisitioning department may request additional advertising if it is in the best interest of the College and subject to availability of funds.

4. Orders may not be split to circumvent the quote or bid process.
5. The Annotated Code of Maryland Education Article §16-311 permits the following procurements to be exceptions to the Bid & Quotation process. Board of Trustees approval is required on all procurements \$100,000 and over including exceptions A through D.
 - A. The purchase consists of books or other materials to be used for instructional purposes.
 - B. Emergency repair of a critical item.
 - C. The purchase is to be made by the County by county charter or an act of the General Assembly. This exception includes county or state negotiated contracts with vendors.
 - D. The purchase can only be obtained from a sole source vendor.