

**EASTERN OKLAHOMA STATE COLLEGE
BIDDING REQUIREMENTS
POLICIES AND PROCEDURES**

Bidding Requirements for Equipment, Supplies, Contractual and Professional Services

- A. Any Purchase, \$0 - \$2,499 may be procured without informal quotes or competitive bids as long as reasonable judgment is exercised in the procurement of the goods and services.

- B. Any aggregate purchase (individual items over \$2,500 are excluded) over \$2,500 and less than \$25,000 shall use informal bid procedures that will ensure the lowest and/or best price is obtained. Quotes may be obtained via telephone, Internet, catalogs, etc... (Purchases made by auxiliary enterprises and programs are exempt from these requirements.)

- C. The following purchases require formal competitive bidding procedures be used and Board of Regents approval:
 - Individual items costing \$2500 or more (includes all component parts of a individual procurement requirement)
 - Construction contracts
 - Aggregate orders of \$25,000 or more

- D. The following purchases do not require competitive bidding procedures:
 - Utilities
 - Telephone services
 - Purchases from other state agencies
 - Purchases under state contract
 - Sole source items when purchased from the manufacturer and not available from retailers
 - Items purchased for resale

- E. No procurement of goods and services shall be split to avoid compliance with procurement procedures. Reasonable judgment should be exercised to procure like items over an extended period, generally not less than one month's need or longer when a budget has been established for a particular good or service. However, this is not to be construed that diversification of product should not be used in some circumstances. Reasonable judgment should be exercised to procure items which should be procured together on one purchase order for a reasonable time period to ensure best prices are obtained.

Emergency Purchases

Competitive bids or quotes shall not be required for emergency purchases and contracts of \$25,000 or less when the College President declares the existence of an emergency. Unless prohibited due to the nature of the emergency, emergency purchases or contracts over \$25,000 shall include quotes obtained by telephone, fax or other expedient means. The College President will report any emergency purchases or contracts to the Board of Regents at a subsequent Board meeting.

Documentation

Adequate documentation will be maintained to substantiate that the requirements of purchasing policies, including both the formal and informal bidding process, have been followed.