



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # B.O. 007

Title: Purchasing Policy

Authority:	Office of State Purchasing, Executive Order KBB 2004-30, Louisiana Revised Statute 39	Original Adoption:	3/30/04
		Effective Date:	3/30/04
		Last Revision:	1/8/07

PURPOSE:

To state the policy of L.E. Fletcher Technical Community College (FTCC) governing the procurement of goods and services for the college.

STATUTORY REFERENCE:

The procurement of goods and services for L. E. Fletcher Technical Community College is governed by rules and regulations established by the Office of State Purchasing, Executive Order No. KBB 2004-30 and Louisiana R.S. 39:1596.

GENERAL POLICY:

The FTCC Business Office is responsible for processing purchase orders for purchases of supplies, materials, equipment, and services which are essential to the successful operation of FTCC.

Purchasing procedures are based on regulations established by the State of Louisiana as promulgated by the Commissioner of Administration.

A. Purchases up to \$500 (or \$1,000 if the LaCarte Procurement Card is utilized)

No competitive bidding is required. All small non-competitive purchases must be approved by the Budget Unit Head before the purchase as evidenced by a completed and approved requisition. Otherwise, the purchase is considered unauthorized and the requestor may be responsible for payment. Transportation (shipping & handling) charges are considered part of the purchase price and are subject to the \$500 limit. When feasible, purchases under \$50 can be made directly by the requestor with funds obtained from the petty cash custodian. Splitting of purchases to stay under the \$500 limit is strictly prohibited.

B. Purchases over \$500 (or \$1,000 if the LaCarte Procurement Card is Utilized) but not exceeding \$5,000

Purchases shall be obtained by soliciting three (3) written or faxed quotations. If time does not permit, telephone quotations may be obtained. A faxed price confirmation shall be obtained from the lowest bidder for telephone quotations. Whenever possible, at least one (1) of the bona fide, qualified vendors shall be a certified small and emerging business. (Executive Order KBB -2004-30)

C. Purchases over \$5,000 but not exceeding \$25,000

The Purchasing Department will solicit written or faxed Request for Quotations from at least five (5) responsible bidders. Bidders may return quotation responses by facsimile to the Purchasing Department. A minimum of three (3) working days following solicitation release must be allowed for return of quotation responses.

Whenever possible, at least two (2) of the bona fide, qualified vendors shall be certified small and emerging businesses. The requirement to solicit certified small and emerging businesses is waived if the solicitation is posted on LaPAC, Louisiana's internet based system for posting vendor opportunities and award information. (Executive Order KBB 2004-30)

D. Purchases over \$25,000

The Purchasing department must prepare an Invitation-To-Bid. The invitation must list all pertinent information, specifications should be clear, concise, but not restrictive, desired delivery should be reasonable, it should include any necessary special conditions, assigned a bid opening date and time and advertised. The bid will be published at least one (1) time before the bid opening in "The Houma Courier" and other appropriate newspapers. The Purchasing Department will also mail or fax formal written Invitations for Bids to at least five (5) responsible bidders in a sealed bid format for a minimum of twenty-one (21) days unless a ten (10) day period is determined necessary by the Vice Chancellor of Finance and Administration. (Revised Statute 39) In addition to the required newspaper advertisement, one of the following must be done to meet the requirements of Act 433: "Post" only the legal advertisement notice to the LaPac website. The advertisement must specify where and how bid/proposal forms may be obtained, contain the name and address of the using agency, and establish the specific date, time, and place by which the bids or requests for proposals must be received; or "post" the actual bid or request for proposal to the LaPac website.

E. Documentation

For each bid, College bid files shall document and list all solicited vendors and each vendor's contact person, summarize quotations received, indicate the successful vendor, and state the reason why any lower quotation was rejected. College bid files should also contain written confirmation of the quotation from the successful vendor.

F. Emergency Purchases

An emergency condition is defined as “a situation that creates a threat to public health, welfare, safety or property, such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reasons as may be proclaimed by the Commissioner of Administration.” **Poor planning does not constitute an emergency condition.**

An emergency purchase may be made when the existence of an emergency condition creates an immediate and serious need for supplies, materials, equipment or services that cannot be purchased by normal methods and the lack of which would seriously threaten:

- The functioning of state government
- The preservation or protection of property, or
- The health or safety of any person

If an emergency condition arises after office hours and circumstances will not permit any delays, then the department head or an authorized department representative should obtain whatever competitive pricing is practical (written, telephone, etc.) and proceed, using discretion, with the purchase. The department head or authorized representative must then prepare and sign a written report explaining the nature of the emergency and submit to the Purchasing Office, along with a requisition for the materials or services purchased. The written report and requisition are required to be submitted within two (2) working days after the emergency purchase and must indicate the competition that was obtained or attempted.

The FTCC Purchasing Office will report all emergency purchases to the Office of State Purchasing.

G. Exceptions to Competitive Requirements

The following items are considered small purchases regardless of price and may be procured in the manner cited:

No competitive process is required for the following items:

1. Repair parts for equipment obtained from a Louisiana authorized dealer where available. This provision does not apply to the stocking of parts;
2. Equipment repairs obtained from a Louisiana authorized dealer where available;
3. Vehicle repairs not covered by a competitive state contract or the state fleet maintenance repair contract, obtained from a Louisiana authorized dealer where available;
4. Vehicle body repairs covered by insurance recovery and in accordance with insurance requirements;

5. Purchasing or selling transactions between state budget units and other governmental agencies;
6. Publications and/or copyrighted materials purchased directly from the publisher or copyright holder;
7. Publications and/or copyrighted materials purchased by libraries from either subscription services or wholesale dealers which distribute for publishers and/or copyright holders;
8. Public utilities and services provided by local governments;
9. Educational training and related resources (except equipment) used to enhance the performance of state employees, including memberships in professional societies and organizations, except for customized training which is covered under R.S. 39:1481, et seq.; Memberships must be in the name of the College and not the individual employee.
10. Materials, supplies, exhibitor fees, and exhibit booths at conferences, seminars, and workshops, for participation in promotional activities which enhance economic development may be procured in accordance with this Section with the approval of the department secretary, or agency equivalent, if not covered by competitive state contract;
11. Wire, related equipment, time and material charges to accomplish repairs, adds, moves, and/or changes to telecommunications systems not exceeding two thousand five hundred dollars (\$2,500);
12. Food, materials and supplies for teaching and training where the purchasing, preparing, and serving of food is part of the regularly prescribed course;
13. Shipping charges and associated overseas screening and broker fees from an international origin to a domestic destination;
14. Parcel services, including but not limited to Federal Express, United Parcel Service, Airborne Express, and Express Mail;
15. Renewal of termite service contracts;

For items 16 thru 19, whenever practicable, three (3) quotations from bona fide, qualified vendors should be obtained, with at least one (1) of the bona fide qualified vendors identified as a certified small and emerging business;

16. Purchases made to resell as part of a merchandising program with the written approval on file from the secretary of the department, or agency equivalent, when it is not practical or feasible to obtain competitive price quotations;

17. Commercial Internet Service not exceeding one thousand five hundred dollars (\$1,500) per subscription per year;
18. Advertising where permitted by law and the head of an agency or designee certifies that specific media is required to reach targeted audiences;
19. Scientific and laboratory supplies and equipment when procured by colleges and universities for laboratory scientific research not to exceed ten thousand dollars (\$10,000) per transaction.