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SECTION I – Centralized Procurement Policy

DUTCHESS COMMUNITY COLLEGE
PROCUREMENT POLICY


Centralized purchasing procedures are utilized at Dutchess Community College. No individual member of the staff, faculty or student body may place an order to any vendor or take any action that encumbers or commits the College’s funds for supplies, equipment or services (verbally or otherwise) without prior approval of the department head and the supervising dean and issuance of a purchase order by the Purchasing Agent as explained in the purchasing manual. This restriction is not intended to preclude preliminary discussions with potential vendors to arrive at satisfactory delivery dates, quality and quantity aspects or estimated costs. In fact, we encourage this. However, no commitment or firm order can be placed without a properly executed purchase order. Failure to obtain a properly executed purchase order prior to placing an order may result in the purchase being deemed a personal expense, not redeemable by the College.

Every purchase to be made must initially be reviewed to determine whether it is a purchase contract or a public works contract. The term public works contract would apply to those contracts or projects involving labor or both material and labor where labor is a substantial component, 50% or more, of the cost. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the bidding threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid. Once the determination is made, a good faith effort will be made to determine whether it is known or can be reasonably expected that the aggregate amount to be spent on the item of supply or service in one fiscal year is not subject to competitive bidding. If it seems likely that the bid limits may be exceeded, bidding shall take place.

NYS General Municipal Law, Section 103, requires that all purchase contracts for public works involving an expenditure of more than $35,000 in one fiscal year and all purchase contracts involving an expenditure of more than $20,000 in one fiscal year shall be awarded to the lowest responsible bidder after public advertisement for sealed bids. However, the Board authorizes that purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contracts pursuant to article eight of the labor law) may be awarded on the basis of best value, as defined in section one hundred sixty-three of the State Finance Law.

The College shall comply with the requirements of General Municipal Law §103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that
invest significantly in the Iranian energy sector, as outlined in the law known as "The Iran Divestment Act of 2012".

Section 104-b of the General Municipal Law requires that policies and procedures for purchasing goods or services, when the cost falls below the competitive bid limits and are not available through government contracts, be established by the governing board and reviewed annually.

NYS General Municipal Law 104-b (2) (f) requires the identification of the individual or individual(s) responsible for purchasing and their respective titles. As such, the Purchasing Agent under the general supervision of the Associate Dean of Administration– Financial Services and the Vice President and Dean of Administration shall be responsible for this process.

2. Purchases Not Subject to Competitive Bid

All goods and services not required to be publicly bid pursuant to General Municipal Law Section 103 must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interests of the taxpayers of Dutchess County through the use of verbal quotations, written quotations, written requests for proposals or any other method that facilitates the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and guards against favoritism, improvidence, extravagance, fraud, and corruption, except in the following circumstances:

- Purchases of prison-made goods from NYS Department of Correctional Services, Division of Industries (Corcraft).
- Purchases of goods or services from NYS Industries for the Disabled.
- Purchases of goods or services from the Industries for the Blind.
- Purchases through New York State Contract, at the State’s price, from the vendor holding the Office of General Services contract.
- Purchases of commodities made under any NYS County contract that has been extended to political subdivisions.
- Purchases of apparatus, materials, equipment or supplies, or a contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, made through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by other governmental entities.
- Purchases of services from a monopoly (e.g., phone and utility services).
- Purchases of Professional Services.
- Sole source – there is only one manufacturer and distributor.
- Emergency Purchases - GML 103 (4) defines it as "a public emergency arising out of an accident or other unforeseen occurrence or condition,
whereby circumstances affecting public buildings, public property or the life, safety or property of the inhabitants require immediate action”.

- **Professional Services & Consultants:**

  Instead of competitive bids, Requests for Proposals (RFP’s) are used as a means of obtaining all types of professional services (other than regular instructional services) or services requiring special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

  In determining whether a service fits into this category the Vice President and Dean of Administration shall take into consideration the following guidelines:

  (a) Whether the services are subject to State licensing or testing Requirements;
  (b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
  (c) Whether the services require a personal relationship between the individual and the college officials.

  Professional or technical services shall include but not be limited to the following: services of an attorney, services of a physician, technical services of a physician; technical services of an engineer or architect engaged to prepare plans, maps, and estimate; securing insurance coverage and /or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

  All consultants and services must have a contract outlining services rendered and fee schedules to be reviewed and approved by the Vice President and Dean of Administration.

- **Emergency Situations:**

  An emergency exists when the delay caused by soliciting formal quotes or competitive bids would endanger the health, welfare, or property of the College. In such situations, the emergency procurement of goods or services will be requested by the supervising dean and require the approval
of the Vice President and Dean of Administration. Lack of anticipation or planning cannot be deemed as a cause for declaring an emergency. **A true emergency does not exclude the need for securing competitive pricing, only the formal bidding process.** Documentation as to the nature of emergency must accompany the request for the emergency purchase.

- **Sole Source:**

  When there is only one possible source from which to procure goods and/or services, thus indicating there is no possibility of competition, the following will be documented:

  1. The unique benefits to the College of the item as compared to other products available in the marketplace;
  2. No other product/service provides substantially equivalent or similar benefits;
  3. That, considering the benefits received, the cost of the item is reasonable as compared to other products offered available in the marketplace;
  4. There is no possibility of competition available, as from competing dealers or distributors;
  5. Document should contain final approval by the Vice President and Dean of Administration.
  6. Failure to have a properly executed agreement may result in delay or denial of payment.

3. **Purchase of General Goods and Services**

   **General Goods including Rental of Equipment**

<table>
<thead>
<tr>
<th>Estimated Dollar Value Of Purchase Contract</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. $1-$4,999</td>
<td>Purchase method shall be at the discretion of the purchasing agent. Purchase shall be based upon reliable market information such as catalogues, phone quotes or previous quotations.</td>
</tr>
<tr>
<td>B. $5,000-$20,000</td>
<td>Formal written quotations from at least three (3) responsible vendors (if available).</td>
</tr>
<tr>
<td>C. Over $20,000</td>
<td>Competitive bids required.</td>
</tr>
</tbody>
</table>
Should the required number of vendors not be available, satisfactory documentation of the special situation must be submitted with a request for an exception to this requirement, which must be approved by the Vice President and Dean of Administration. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

Rental of equipment with an option to buy must be put out to bid if the total amount to be paid over the term of the lease plus any additional amount when lease expires exceeds the amount allowed by the NYS Bidding Law ($20,000).

Public Works Projects

<table>
<thead>
<tr>
<th>Estimated Dollar Value of Public Works Project</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. $1-$9,999</td>
<td>Purchase method shall be at the discretion of the purchasing agent. Purchase shall be based upon reliable market information such as catalogues, phone quotes or previous quotations.</td>
</tr>
<tr>
<td>B. $10,000-$35,000</td>
<td>Formal written quotations from at least six (6) responsible vendors (if available). Requests for Proposals shall be used for complex procurements involving multiple components.</td>
</tr>
<tr>
<td>C. Over $35,000</td>
<td>Competitive bids required.</td>
</tr>
</tbody>
</table>

Professional Services and Consultants Exempt from Competitive Bids:

<table>
<thead>
<tr>
<th>Estimated Dollar Value</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. $1 - $35,000</td>
<td>Purchase method shall be at the discretion of the purchasing agent. A contract outlining services rendered and fee schedules shall be approved by the</td>
</tr>
</tbody>
</table>
Vice President and Dean of Administration.

B. Over $35,000

Prices will be obtained by formal RFP from at least 3 sources, with the award of the contract recommended by the department head in conjunction with purchasing for the approval of the Vice President and Dean of Administration.

Criteria for evaluation of proposals must be prepared in advance, and the relationship between the successful proposal and these criteria must be explained in writing and kept on file.


**Award:** All awards from telephone, facsimile, email or written quotes shall be made to the supplier offering the best value to the College. In determining best value for the College, the purchase price and whether goods or services meet specifications are the most important considerations. However, the Purchasing Agent may consider other relevant factors, including:

(a) Installation costs;
(b) Life cycle costs;
(c) The quality and reliability of the goods and services;
(d) The delivery terms;
(e) Indicators of probable supplier performance under the contract such as past supplier performance, the supplier’s financial resources, and ability to perform, the supplier’s ability to provide reliable maintenance agreements and support;
(f) The cost of any employee training associated with a purchase;
(g) The effect of a purchase on agency productivity; and
(h) Other factors relevant to determining the best value for the College in the context of a particular purchase.

**Documentation:** All quotes (written, electronic or telephone) shall be documented in the procurement record and shall be filed in the respective year’s user department quote files and attached to the purchase requisition (in Banner). If unable to attach in Banner, the user department shall send a copy by fax, email or inter-office mail to the Purchasing Department. All purchases resulting from a written, electronic, or telephone quote shall have the quote number referenced on the electronic purchase requisition (in Banner) thus creating an audit trail.

Any and all procedures outlined in either GML103 and 104-b shall be adhered to.
The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the College’s policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the College or any officer or employee of the College.

SECTION II – Centralized Purchasing Process

SECTION A – The Requisition Process

1. Scope
The on-line requisition form begins the process for ordering items from a vendor. A complete and properly executed on-line requisition is required before a purchase order can be issued. An on-line requisition with proper approvals (i.e. dept. head, dean, etc.) authorizes the Purchasing Department to place the order and encumber funds against a department’s budget for capital equipment, supplies, services, etc.

The following types of purchases need additional approval:

- Equipment must also have approval of the Vice President and Dean of Administration.
- Request for services must have a contract describing services to be performed, where services are to be performed, minimum and maximum limits if applicable must be reviewed by the Vice President and Dean of Administration.
- All computer hardware and software must also have approval of the Associate Dean of Administration for Information Technology.
- All furniture and fixtures must also have the approval of Associate Dean of Administration for Campus Facilities Management.
- All media software must also have approval of the Associate Dean of Administration for Information Technology.

2. Procedure

The following applies to all on-line requisitions:

- Requisitions will be processed on-line using Banner on the College’s network. Once all approvals for the on-line requisitions are in place and if there is budget funding available, Purchasing will convert the requisition into a purchase order and issue to vendor. If there is not available funding, please request a budget transfer through email to the Associate Dean of Administration for Financial Services.
- Although the requisitioner will recommend a source of supply (vendor), the selection of a vendor is the responsibility of the Purchasing Department (i.e. state contract, alternate vendor, lesser cost, etc.). In addition, the
Purchasing Department has the responsibility to order from the most economical source offering the quality, delivery and service required by the College.

- If the vendor you are proposing is not on the Banner list of vendors, please email vendor information – name, business address, billing address if different, phone, fax, contact name – to the Purchasing Department for the vendor to be established to purchasingdepartment@sunydutchess.edu. Also, request a W-9 from the vendor. This form is available at: My DCC/Working at DCC/Documents/Miscellaneous Documents.

a. Description

Provide an adequate description of the material or services required indicating the quantity, size, color, catalog reference (item number), estimated unit cost/total cost, and any other pertinent data needed for the vendor to properly identify the item to be purchased. Where applicable enter any shipping charges.

b. Date Required/Special Handling

Indicate “delivery date” as a specific date, not “ASAP or “IMMEDIATE” or “RUSH”. Special handling requirements can be noted on the comment section of the on-line requisition form.

c. Approvals

Approvals will be done on-line based upon department hierarchy. Additional approvals will be required for hardware/software, videos, furniture and fixtures, and grants.

d. Timing/Inquiries

Submit the requisition in sufficient time to permit the approval process, the Purchasing Department to place your order, and for the vendor to deliver the item to meet your required delivery date. Each department is responsible for tracking the progress of their requisition.

e. Receipt of Goods

If the order is incomplete or unacceptable (partial order, damaged, short quantity, etc.) the requisitioner is to notify the Purchasing Department immediately so that appropriate action can be initiated with the vendor. Inquiries regarding the status of purchase orders should be directed to the purchasing department at ext. 8301/8305.
SECTION B – Purchase Orders

1. Definition

A properly executed purchase order, once accepted, constitutes a binding contract on the part of both the College and the vendor. The requisitioner and receiving copies of the purchase order are forwarded to the requesting department to inform the requestor that the order was placed. Once items purchased are received by the department, enter the quantity received, sign and date the pink receiving copy, attach invoice(s), and return to the accounts payable office. If you have not received an invoice in a reasonable amount of time, please contact Accounts Payable at ext. 8073 to determine if it was sent directly there.

2. Price Changes

Purchasing may deem small increases acceptable and approve them. Large dollar increases will be directed to the requestor for approval, verification of funds to cover increases will also be reviewed. A budget transfer may be needed to give final approvals for charge.

3. Follow-Up

When any follow-up action is required by the requesting department, references will be made to the purchase order number, vendor’s name, and order date. If orders are not received by the requesting department in a reasonable period of time, contact the purchasing department at ext. 8301/8305 to determine the cause of delay.

4. Emergency Purchases

An emergency exists when the delay caused by soliciting formal quotes or competitive bids would endanger the health, welfare, or property of the College. In such situations, the emergency procurement of goods or services will be requested by the supervising dean and require the approval of the Vice President and Dean of Administration. Documentation as to the nature of emergency must accompany the request for the emergency purchase.

5. Prepaid Orders

Occasionally, vendors will require that payment accompany an order. This happens for minimum dollar amount orders, memberships, etc. When prepayment is required, the following procedure is applicable:

- A requisition should be handled in the same manner as all other purchases with the exception that it should be indicated Prepaid in the comment field on the on-line requisition form.
• If the payment check along with the purchase order is to be returned to the requisitioner, please indicate in the document text field on the on-line requisition form.

**SECTION C – Subscriptions**

1. All subscriptions are ordered through an agency under NYS contract called EBSCO and renewed once a year, college-wide. The renewal lists are sent to all deans in March to review for any additions or deletions and returned to purchasing in April. The renewal list with all changes is sent to EBSCO with a start-up date of September. EBSCO bills the College and a purchase order is created by the Purchasing Department so payment can be made. Because one purchase order is created for college-wide subscriptions, the Vice President and Dean of Administration approves the requisition.

Requests for new subscriptions during the school year should be handled in the same manner as for all other purchases. The subscription will be added to an open EBSCO purchase order and, therefore, no paperwork will be returned to the requestor. If the subscription is not available through EBSCO the order will be placed with the publisher.

**SECTION D– Capital Equipment**

1. **Definition**

   The minimum standards for a piece of equipment to be considered “Capital Equipment” are:
   - Cost - $5,000.00 or more **and**
   - Estimated Useful Life – greater than one year, **and**
   - Physical Characteristics of the equipment are not appreciably affected by use or consumption. Not included in the “Capital Equipment” category is fixed building equipment such as heating, ventilating, plumbing and electrical items.

2. **Budget – Capital Equipment**

   All capital equipment items require additional approval as outlined in section II-A.1 on page 8, before a purchase order will be issued.

   Capital equipment budget requests are approved on a line-item basis during the budget process. In the event a need for an equipment item develops during the year which was not included in the approved equipment list, such substitute equipment may be purchased **only** if approved by the appropriate dean for that area and the Vice President and Dean of Administration.
**SECTION E – Office Supplies**

1. **Supplies Stocked in Central Stores**

Standard office supplies (paper, envelopes, etc.) are available through Central Stores located in the mailroom. To order supplies, a Central Stores Requisition should be filled out and approved by the department head. All purchases from Central Stores are billed to the user department. This form is available at: My DCC/Working at DCC/Documents/Miscellaneous Documents.

2. **Supplies Not Stocked – Office Supply Orders**

All general office supplies other than those stocked in central stores are ordered through a vendor designated by the College. The vendor is selected as a result of a competitively bid process. To order supplies, an on-line requisition must be completed as outlined in Section A.

When supplies are received, check the packing list enclosed in your package to ensure that you received all items shipped. Attach the packing list to the purchase order receiving copy and send to the accounts payable department.

3. **Federal Express**

All Federal Express requests must be initiated through the mailroom. Forms and envelopes are supplied in the mailroom. Appropriate approvals of the department head and supervising dean are required. All Federal Express mailings are billed back to the department.

4. **Business Cards**

All business card purchases must be initiated with complete card information or a sample of business card faxed or emailed to the purchasing department. The purchasing department will enter the on-line requisition which will be approved by the appropriate department head and supervising dean.

**SECTION F – Bookstore and Food Service Purchases**

In order to purchase books and supplies from the DCC Bookstore, the following procedure should be followed (DCC Association – Vendor # A00001419):

1. The department should complete an on-line requisition and indicate the supplies needed from the Bookstore.

2. The requisitioner should fill in the account number to be charged. Appropriate approvals are required.
3. Unless the requisition has the department head’s and supervising dean’s approval, employee will not be allowed the charge at the Bookstore.

4. Purchases from the Bookstore will not be released without the vendor copy of the purchase order being submitted to the Bookstore.

In order to purchase Food Service, the following procedures must be followed:

1. Obtain a quote from Sodexo.

2. Submit an online requisition.

3. Once the requisition is completed, and a purchase order is issued, the vendor copy will be sent to Sodexo. **Sodexo is only authorized to fill a food service request upon receipt of the vendor copy of the purchase order.**

**SECTION G – Local Purchase of Goods and Services (Petty Cash)**

DCC faculty and staff may, with prior authorization from their department head, purchase items under $75 with their own funds. This procedure may be used when “counter selection of item is preferred or necessary”.

1. When making the local purchase, the vendor is to be told that the merchandise is for College use (not personal) and that the College is exempt from sales tax. Merchants will require a tax exempt form (letter) which can be obtained from the Business Office. This letter is also available on line at: My DCC/Working at DCC/Documents/Miscellaneous Documents. Therefore, no sales tax should be charged on the purchase. If the vendor includes sales tax on the purchase, the Business Office cannot reimburse the amount of sales tax. Tax will be paid by person making the purchase.

2. Obtain the petty cash voucher **before** making the purchase. This form is available at: My DCC/Working at DCC/Documents/Miscellaneous Documents.

3. Once the purchase is made, the petty cash voucher, with receipts, should be brought to the Business Office for cash reimbursement.

4. Fill in the appropriate information concerning the purchase and obtain the signature of the department head.

5. Employee signs the petty cash voucher and receives an immediate cash reimbursement from the Business Office between 8:30AM-4:00PM.
Petty Cash for Travel – Travel charges under $75.00 may be reimbursed through petty cash. Please refer to the professional staff handbook for details.

**SECTION H – New York State Contract Purchases**

State laws make it possible for the College to procure materials, supplies, or equipment through the NYS Office of General Services. When state contacts are used, it is not necessary for the College to obtain sealed bids.

On-line requisitions should contain the state contract number, the name of the vendor who holds the contract, and other pertinent data. By this method, the College can purchase items at the same prices and terms available to state departments.

To determine if a particular item can be purchased under state contract, a department should:

1. Call the Purchasing Department to determine if an item is available through state contract.

2. If it is a state contracted item, Purchasing will supply the name of the vendor from whom it can be purchased.

3. To purchase the item, an on-line requisition will then be completed by the department and forwarded to Purchasing after approval of department head and appropriate dean. The state contract number is to be clearly indicated in the text box or document text field of the on-line requisition form. A College purchase order will then be issued and processed.

4. State contracts available to DCC can be viewed on the internet at [http://ogs.ny.gov](http://ogs.ny.gov) – click on Centralized Procurement, then Contract Directories (Contracts Homepage).

**SECTION I – Federal, State & Local Government Contract Purchases**

Effective August 1, 2012, it is now possible to purchase apparatus, materials, equipment or supplies, or a contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, may be made through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by other governmental entities.
Prior approval must be obtained from the Purchasing Department before any requisition is entered on-line.

SECTION J – Printing/Duplicating Services on Campus

The College operates a duplicating and printing service center in Hudson Hall Room 104. The center can do duplicating jobs of various styles. In addition, they collate, staple, fold, cut and pad jobs. They will also assist in planning your job from start to finish.

1. Duplicating services has available two methods to accomplish your request. For duplicating jobs please fill out the Services Duplication Work Order. This form is available at: My DCC/Working at DCC/Documents/Miscellaneous Documents. These forms are also available in the Mailroom/Central Stores area. All information must be filled in and/or checked giving complete instructions. Attach form to printing job and send to the Duplicating Services Center. If emailing the form and file send it to “Copycenter”. Allow 2 – 3 days for completion of work.

2. Paper is available in white and various colors. The sheet sizes used are 8 ½ x 11, 8 ½ x 14 and 11 x 17. If needed, a three-hole paper punch is available.

3. Heavyweight paper and card stocks are available.

4. The College follows the policy of double-siding all printing requests to save on paper. Single sided work requests must be accompanied with a statement indicating the reason.

5. Cost of the request can be calculated by using the formula at the bottom of the Services Duplication Work Order form.

6. Once the work is completed, the requestor is notified and the job can be picked up. Special delivery requests will be honored for large orders. If the requestor would like the job delivered somewhere other than their office, please note that on the form.

All printing requests should be sent to the Graphics Department in B-204 by using the Graphics request form. This form is available at: My DCC/Working at DCC/College Relations Graphics Request Form.

1. The Graphics Department will determine whether the request is printed on campus or not.

2. If the job is done on campus, the requestor will be sent an email telling them the job has been sent to the Print Shop. It is up to the requestor to contact the
Print Shop directly with any questions regarding the status of the order.

3. If the job is done by an outside printing company, the Graphics Department will contact the printer regarding status.

SECTION K - Competitive Bid Procedure

Once it has been determined that competitive bids are necessary (see Procurement Policy on pages 3-4), the following actions take place:

- Specifications are submitted by the requestor to the Purchasing Agent/Office.
- The specifications are reviewed by the Purchasing Agent and a bid number is assigned. The bid package is then completed by the addition of the non-collusive bidding certification, a proposal sheet, extracts of the bidding law (NYS Municipal Law – 103), and general information on bidding and any other certifications required by law. The completed package is sent back to the requester for final review.
- Legal ads are placed in the appropriate local newspaper(s), under “Notice to Bidders”, that sealed bid proposals are being requested.
- The bid solicitation package is then released through the use of the on-line bidding service administered by Interactive Procurement Technologies by BidNet. Interested parties are referred to the system to access all bids via www.empirestatebidsystem.com. Bidder lists are maintained through this service. Paper bidder lists are no longer maintained.
- All mailed or hand delivered responses to bids must be sealed and delivered directly to Purchasing. The vendor indicates on the envelope which bid proposal is being answered and the date of the bid opening.
- Sealed and properly marked bids are opened and recorded in the Purchasing Department at the specific time and date advertised.
- The bids are evaluated jointly by responsible user and Purchasing Agent to determine which vendor is the lowest responsive, responsible bidder meeting the required specifications. The decision of the Purchasing Agent is final.
- A recommendation based on the evaluation above is forwarded to the College President who in turn submits it to the Board of Trustees for acceptance or rejection.
- If the bid award is to be split among a number of vendors, the Board of Trustees resolution will include the individual vendors and the specific items each will be awarded.
- Following action by the Board of Trustees, the Purchasing Department will notify the vendor(s) and the individual who submitted the bid specs of the Board’s decisions.
- Performance contracts between the College and the vendor are implemented as necessary, following award of bid. In those instances when
funding for new capital construction or major renovation and rehabilitation is provided by the State and County on a 50-50 basis, the County of Dutchess will become a party to the contract. The Vice President and Dean of Administration is responsible for preparing such contracts.