



## **Rowan College of South Jersey**

Administrative Procedure: 6005

### **BIDDING AND PROCUREMENT**

The College is governed by County Contracts Law N.J.S.A. 18:64A-25. This law defines the process and procedure in which the College conducts its awarding of any purchase, contract, or agreement that will exceed a dollar amount threshold set by the Governor in consultation with the Department of Treasury.

#### **Purchasing Thresholds**

- All goods and services below \$5,295 may be purchased without obtaining quotes.
- All goods and services between \$5,295 and \$35,300 must have three (3) written quotes. The department purchasing the good or service is responsible for forwarding the scope of work or product information to the Director of Business Services. The Director of Business Services will ensure the quote is in compliance with all applicable state and local statutes and send the quote to selected vendors. The quotes will be returned to the Director of Business Services for the purchasing decision.
- All quotes anticipated between \$5,295 and \$35,300 must be presented to the Vice President and Chief Operating Officer for approval.
- All goods and services at or over \$35,300 (unless exceptions to advertising as described in 18A:64-25.7) will require sealed bids and be publicly advertised.

#### **Waiving of Public Bidding**

- The procurement does not exceed the dollar threshold in statute or established by the state treasurer;
- The procurement is through a “state contract” issued through the New Jersey Division of Purchase and Property;
- The procurement is necessitated by an emergency situation;
- The Board of Trustees approves the purchase, contract, or agreement under conditions specified in the state statute; or
- The College enters into a joint purchasing agreement with other New Jersey colleges, its local county government municipalities within the county or regional cooperatives.

Administrative Procedure: 6005 Bidding and Procurement

The following procedures will be implemented in cases where the College determines that it is necessary or advantageous to award contracts or procurements outside of public advertising.

A) College Approval Below the Bid Threshold

The President or his/her designee may award contracts or issue purchase orders below the statutory threshold established by the state treasurer. The President will establish the necessary guidelines to approve procurements or contracts below the statutory threshold.

B) College Approval Above the Statutory Threshold

The President or his/her designee may award contracts or issue purchase orders in excess of the bid threshold established by the state. The President shall annually report to the Board all contracts, requisitions, or purchase orders awarded or approved under these conditions.

C) Board Approval of Certain Contracts/Purchases

The President will submit to the Board of Trustees any procurements or contracts that are eligible for approval by the Board.

The request for a “bid waiver” will include the name of the vendor, the total contract or procurement amount, and the purpose of this expense, along with other explanatory information, as necessary.

D) Timeline for Board Approval

Under normal circumstances, the President will submit a bid waiver request to the Board of Trustees prior to entering into a contract or issuing a purchase order.

In cases where the procurement or contract must be expedited to meet the operational or financial needs of the College, the President will seek the approval of the Board’s Finance Committee to expedite the transaction. In this case, the President will seek a “confirming bid waiver” for this activity from the Board of Trustees at its next scheduled public meeting.

Area: Finance  
Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *6005 Bidding and Procurement*

Administrative Procedure: 6005 Bidding and Procurement