

**4POLICY: 6Hx28:5-10**



Responsible Official: Vice President,  
Business Operations and Finance

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.; 6A-14.0734,  
FAC.

Effective Date: 06-16-1999

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## **Bidding Requirements**

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### **Policy Statement:**

- I. Colleges shall request bids from at least three (3) sources, or solicit a request for proposals as defined in Section 287.012 (16), Florida Statutes, when purchasing services or commodities exceeding the amount as specified in Section 287.017, Florida Statutes, for Category Two. When accepting bids or proposals, Valencia shall accept the lowest or best bid or proposal. If other than the lowest bid or best proposal meeting specifications is accepted, the college shall maintain a public record of the justification. Bids for purchases not exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, may be approved or rejected by the president, vice president of operations and finance, or purchasing manager. Bids for purchases exceeding the Category Five threshold as specified in Section 287.017, Florida Statutes, shall be approved or rejected by the Board of Trustees.
- II. Exceptions to the three-bid requirement are:
  - A. Purchases under Sections 946.515 and 946.519, Florida Statutes.
  - B. Educational tests, textbooks, printed instructional materials, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, artistic services as defined in Section 287.012 (3), Florida Statutes, including, but not limited to, film, video, and television production services, and computer-based instructional software.
  - C. Library books, reference books, periodicals, and other library materials and supplies.
  - D. Purchases at the unit prices in county contracts, district school board contracts, Department of Management Services state term contracts/state negotiated agreement for price schedules (SNAPS), state university system cooperative bid

agreements, cooperative contracts with other colleges, and bid agreements of other community colleges.

- E. Food.
- F. Non competitive items available from one source, items for resale, and used books.
- G. Professional services, including, but not limited to, health services as defined in Section 287.057 (3) (f), Florida Statutes, attorneys, legal services, auditors, management, consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes.
- H. Information technology resources as defined in Section 282.303 (10), Florida Statutes. Acquisitions of data processing equipment or software shall be in accordance with the college's long-range Information Resource Technology plan.
- I. The executive director may waive bidding requirements in emergencies when requested and justified by the District Board of Trustees.
- J. When the District Board of Trustees finds that no valid or acceptable bid has been received for petroleum or paper products within the prescribed time for bidding, it may purchase such products under the best terms it can negotiate.

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**Procedures:**

None

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**Related Documents/Policies:**

None

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**History:**

Adopted 12-11-74; Amended 12-15-82; Formerly 6Hx28:6-06 and 6Hx28:6-07; Amended 11-18-92; Amended 6-16-99; Formerly 6Hx28:06-12