

**THREE RIVERS COLLEGE  
FINANCIAL REGULATION**

Section: 3000 Financial	
Sub Section: 3800 Purchasing	
Title: FR 3805 Bidding Thresholds	Page 1 of 4
Primary Policy: FP 3801 Purchasing	
References: RS Mo 34.044, 1 CSR 40-1(4); CFR 2 Section 200.321	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer	
Initial Approval: 09-08-2010	Last Revision: 02-19-2020

**Purpose**

To provide for a uniform and systematic method of purchasing the goods and services required by the college, to define the responsibilities and authority of the purchasing personnel and to advise of the purchasing requirements and limitations imposed by applicable law.

**Authority and Responsibility**

1. Authority to obligate institutional funds for purchases of supplies, materials, services, and equipment is granted solely to the cabinet members and their designees, unless otherwise specifically approved by the President of the College or the Board of Trustees.
2. All purchases shall be made with regard to Federal, state, and local laws and guidelines.
3. All purchases shall be handled in accordance with generally accepted governmental auditing standards (GAGAS) and be substantiated with the necessary records to satisfy audit and inventory requirements and all applicable law.
4. This policy applies to all budgets administered by the college regardless of source of funds.

**Procedures**

The following guiding principles apply to purchasing supplies and equipment:

- a. Sealed bids shall be received on all purchases equal to or greater than \$10,000.00. Electronic mail may be used to send and receive bids. Bidders will be given the option to return a bid by e-mail, fax or mailed hard-copy as specified by the bid, with the time and date for response included in the bid. The Purchasing Department is responsible for insuring that the purchase is not split into components of less than \$10,000 for the purpose of circumventing the college's bidding requirements.
- b. Purchases between \$2,000.00 and \$9,999.99 shall be purchased on a competitive quotation basis. For purchases in the amount of \$2,000.00 and \$9,999.99, electronic or written quotes may be taken. When appropriate, the requestor can assist the purchasing department by obtaining competitive quotes from vendors and attaching the quotes to the Purchase Request Form. A minimum of three documented, competitive quotes are required.

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- c. The Cabinet Members may waive the requirement of competitive bids or proposals for products/services when he/she has determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary for repairs to college property in order to protect against further loss or loss of, or damage to, college property, to prevent or minimize serious disruption of college services, to ensure the integrity of college records or any other situation which may result in a hardship for the college.
- d. The Cabinet Members may waive the requirement of competitive bids or proposals for products/services when he/she has determined there is only a single feasible source for the products/services. The college shall follow the criteria delineated in section 34.044 RSMo and 1 CSR 40-1(4).
- e. When there are federal funds, the College adheres to Uniform Guidance, CFR 2 Section 200.321 to advertise bidding opportunities for contracts with small and minority businesses, women's business enterprises, and labor surplus area firms.
  - a. The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
  - b. Affirmative steps must include:
    - i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
    - ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
    - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
    - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
    - v. Using the services and assistance, as appropriate, of such

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organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

- vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.
- f. Bids or quotations may be received from vendors located within and without the college district.
- g. Vendors shall be requested to submit all bids in a uniform manner.
- h. The college will normally award contracts to the vendor submitting the lowest bid that meets all requirements of the bid specifications. However, the college reserves the right to reject any and all bids. In the event of like quotations, purchases shall be made from the vendor the college determines is likely to provide the best service to the college. Other factors being equal, preference will be given to vendors whose primary place of business is within the college's taxing district.
- i. Purchases made through cooperative procurement agreements with the State of Missouri, its agencies, or educationally related associations are considered to be pre-bid by those groups and are not subject to the specific bidding requirements set forth herein.

**Opening Bids**

Prior to the Board of Trustees monthly meeting at which formal bids are to receive official authorization, the College President or his/her delegated agent is authorized to open bids and tabulate results for Board of Trustees consideration. The bidding process must be completed and approved by the Board of Trustees prior to committing funds for College purchases.

Absent an emergency, a purchase recommendation should be presented to the College President for his/her review no later than five working days before the Board of Trustees monthly meeting.

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**DOCUMENT HISTORY:**

- 09-08-2010:** Initial approval of regulation FR 3150 Bidding Thresholds.
- 09-01-2016:** Revision of sub section number 3100 Financial Management to 3800 Purchasing to provide proper alignment, resulted in change to the title number FR3150 to FR3805.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 08-21-2019:** Added clarifying statements for the bidding process and compliance.
- 02-19-2020:** Added detailed explanation of adherence to CFR 2 Section 200.321.