Area: Finance

Policy Name: Competitive Solicitations

Policy Statement: To ensure Salina Tech’s prosperity, the financial security and sustainability is a priority of the Institution’s governing body as well as Salina Tech’s administration. Good financial practices involve every area of the Institution. All of the Institution’s program areas and operating units each have a unique and significant impact on Salina Tech’s financial position. These policies are in place to ensure the Institution’s assets are protected now and in the future.

Competitive solicitations are a priority to ensure Salina Tech receives the best value possible. Bidding from multiple vendors will keep vendors prices at a reasonable level. Opening up bidding to multiple suppliers will also eliminate all elements related to purchasing besides price and delivery time.

Procedures: The selection by the College of any proposal as ultimately negotiated will be at the College’s entire discretion which discretion shall extend to purely subjective considerations solely exercisable by the College without regard to a claimed lowest cost by any proposed vendor. Nothing contained herein shall be construed as precluding the right of the College to negotiate with the lowest qualified bidder or to issue change orders modifying any bid received or from rejecting any and all bids.

In the event other criteria are equal, purchase will be made from the firm providing the best services to the College. Preference may be given, when quality and price are comparable, to the purchase of services offered for sale by firms, corporations, or individuals with offices or physical plants located in the Salina Area Technical College Service area.

All bid specifications shall be written in a clear and concise manner. Specifications shall seek to promote overall economy and best use for the purposes intended, shall encourage competition when applicable in satisfying college needs, and shall not be unduly restrictive. Bid specifications shall not be written to favor a specific bidder or vendor unless that specific vendor or brand is the only source of the equipment or the vendor or brand is mandatory to satisfy the College’s needs. Such specifications shall include the following:

a. Quantity, grade, product brand or specifications sufficient to make comparisons of bids received.
b. Required performance or surety bond if applicable.
c. Notification of the College’s right to reject any or all bids.
   i. Notification regarding bidders required compliance with all federal, state and local laws, ordinances and/or regulations, if any.
d. The date, time and location of the bid opening.
e. Notification that if an error is discovered in the bid specifications prior to bid opening, all bids shall be returned unopened and the project shall be re-bid with the corrected
specifications.

Exceptions to Competitive Solicitations

- Items that are acquired for resale
- Items that are used that become available and are subject to immediate sale
- Items that are acquired when the College is serving as a facilitating agent or trustee

Bidding Procedures

a. Request for Bid shall be written in accordance with bid specification requirements as outlined in policy.

b. Invitation to bid shall be advertised in accordance with this policy
   - Bids must be submitted in a sealed envelope by the publicized date
   - Bids must be submitted in writing
   - Bids shall be opened, read aloud, and recorded on a bid summary sheet.

c. Any bid received after the publicized date and time shall be rejected

d. All bids shall be awarded to the lowest complete responsible bidder with considerations being given to quality, conformity to specifications, suitability of the equipment, materials or supplies, delivery terms, and past performance of the vendor. College Administration retains the right to judge whether a bidder is “responsible”. Criteria used to assess responsibility of the bidder includes, but is not limited to:
   - Financial Standing
   - Reputation
   - Experience
   - Resources
   - Facilities
   - Efficiency

e. Within five (5) business days, the successful bidder shall be notified in writing. All unsuccessful bidders will also be notified in writing.

f. The Business Office shall issue a purchase order to the successful bidder.

Withdrawal of Bids

Any bid may be withdrawn and/or corrected prior to the schedule time for opening of bids.
Correction or withdrawal of inadvertently erroneous bids after award, or the cancellation of a contract awarded based on bid mistakes, may be authorized by the Vice President of Administrative Services. The request must be made in writing and must include documentation of the facts leading to the erroneous bid. A decision to permit the
correction or withdrawal of a bid, or to cancel an award or contract based on a bid mistake, shall be in writing. The decision to accept or reject such a request shall outline the reasons taken into consideration in evaluating the request.

Single / Sole source / Direct Purchase

All items generally will be purchased in a manner that maximizes the free competition through the competitive bid, quotation of RFP process except in the following where sole source purchased are only available from a single source supplier.

- Items for which competition is precluded because of patents or copyrights;
- Films, manuscripts, works of art, or books;
- Utility services including electricity, gas, or water;
- Items required to meet specific educational objectives, and
- Items that ensure compatibility with existing equipment;

The College may contract for goods and services provided by state of Kansas agencies, or by federal agencies, political subdivisions of Kansas, agencies of other states of subdivisions or private nonprofit educational institutions.


Contact: Vice President of Administrative Services

Related Form(s): Purchase Order

Adopted: September 22, 2014

Updated: January 7, 2015