

BP 6340 Bids and Contracts

References:

2 Code of Federal Regulations Part 200.318
ORS 279A, ORS 279B, ORS 279C
Community College Rules of Procurement

The Board of Education delegates to the President or their designee the authority to enter into contracts on behalf of the College, and to establish administrative rules for contract awards and management, subject to the following:

- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the entity that exceed \$150,000 shall require prior approval by the Board of Education.
- Bids lower than \$150,000 may be approved by the President or their designee.
- Bids will be called for on all orders for equipment or supplies and on building additions or construction estimated to equal or exceed the amount set by law requiring public bidding.
- Exceptions include cases where the Board of Education acts in an emergency and follows applicable laws and administrative rules.
- The dollar amounts that determine whether it is necessary to require a bidding process are set by state bidding law.
- When bids are required, according to state bidding laws, the President or their designee shall award each such contract to the lowest responsible bidder who meets the specifications published by the entity and who shall give such security as state law, or the Board of Education requires or reject all bids.

Opportunity will be provided to all responsible suppliers to do business with the College.

Approved: 3/25