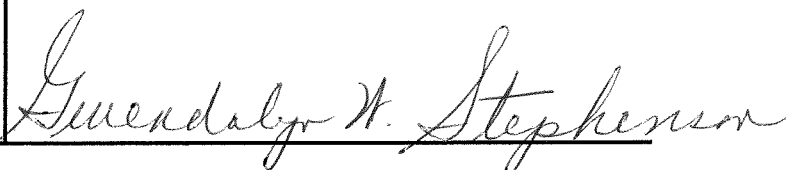


ADMINISTRATIVE RULES

Title: AUTHORITY TO PURCHASE	Identification: 6.08
	Page: 1 of 3
	Effective Date: May 17, 2006
Authority: SBE 6A-14.0734; 6A-14.0261 FS 1010.02; 1001.64; 1013.45; 1013.46; 120.53; 120.57; 287.055 287.09451; 287.0947; 255.101	Signature/Approval: 

PURPOSE

This administrative rule establishes College policy for authorizing purchases by the institution.

RULE

The President or designee shall be responsible for all purchasing and contracts for the College within applicable provisions of Florida Statutes and State Board of Education Regulations.

When purchasing commodities or services that exceed the amount specified in Section 287.017, Florida Statutes for Category II, the College shall, as the circumstances require, publicly solicit the submittal of competitive offers from at least three (3) sources. Competitively solicited purchases not exceeding seventy-five thousand dollars (\$75,000) as well as all purchases that are exceptions to the requirement to solicit competitive offers shall be approved or rejected by the President or designee. Competitive Purchases exceeding \$75,000 shall be approved or rejected by the College's District Board of Trustees.

The College may purchase commodities and services in accordance with SBE 6A-14.0734(2) which provides for exceptions to the requirement to solicit competitive offers. Reports of all such purchases over the amount specified in F.S. 287.017 for Category II shall be made to the District Board of Trustees on a quarterly basis.

When publicly soliciting competitive offers for purchases over the amount specified in F.S. 287.017 Category II, a notice will be published in a newspaper of general circulation for a reasonable period prior to the opening of submissions. Advertisements for construction projects, architects, engineers and related professional services shall be in accordance with State Requirements for Educational Facilities (SREF), F.S. 287.055 and F.S. 1013.46.

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The College will make a good faith effort to encourage participation of woman and minority business enterprises in procurement activities for commodities and services and in construction contracts. No person shall be excluded from participation in, denied benefits of, or otherwise discriminated against in connection with the award and performance of any Hillsborough Community College procurement or contract on the basis of race, color, religion, national origin, age, sex, disability, or marital status. Hillsborough Community College recognizes and adheres to the provisions of the Americans with Disabilities Act, the Rehabilitation Act of 1973 and all laws protecting the rights of the disabled. Any complaint of discrimination regarding the procurement or contract process at the College will be investigated by the College's Office of Equity. If a project is funded fully or in part by a federal grant(s), the Director of Purchasing will work directly with the Grants Office to be consistent with federal requirements.

This administrative rule also applies to contracts for facility construction and the improvement of the educational plant, to the extent that it is supplementary to, and not in conflict with State Requirements for Educational Facilities, F.S. 287.055, F.S. 1013.45, and F.S. 1013.46. Contractors for construction projects, architects, engineers and providers of related professional services shall be solicited and selected in accordance with SBE Rule 6A-14.0734, F.S. 287.055, F.S. 1013.45, and F.S. 1013.46. The President, or designee, may approve change orders for construction projects, up to the amount designated in F.S. 287.017 Category II. Reports of these change orders shall be made to the District Board of Trustees at their next regularly scheduled meeting.

The President or designee may waive solicitation requirements in emergencies in accordance with state law or SBE Rule or when delaying procurement of the item or service would be detrimental to the best interest of the College. Such purchases will be reported to the District Board of Trustees at their next regularly scheduled meeting.

Insurance shall be procured in accordance with F.S. 112.08.

The Director of Purchasing will post a tabulation of submissions received in response to competitive solicitations after they have been opened. Recommendations for award will be posted at the same site in accordance with F.S. 120.57. Postings will be made at the public notice bulletin board outside the Purchase Office and on the College's website.

Protests will be handled in accordance with F.S. 120.57.

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Vendors may permanently be deleted from the College's vendor database for conviction of fraud or other criminal offenses in connection with the vendor's business enterprise.

The President shall develop and implement an administrative procedure regarding procurement by the institution.

History:

Adopted: 9/21/1971; Revised: 1/8/1974, 3/12/1974, 12/18/1974, 11/16/1983, 10/15/1986, 9/21/1988, 2/21/1990, 3/18/1992, 11/22/1997, 12/15/1999;
Formerly: 6HX-10-5.300, 6XH-10-4.101, and 6HX-10-5.301