



Santa Fe College Rules Manual

Title: **Purchasing and Contract Authority** **Rule 5.2**

General Authority: FS 1001.64, 1010.04

Law Implemented: FS 1001.64, 112.313; 6A-14.0734, FAC

Effective Date: February 21, 2023

Purpose: To state policy relating to expenditures for the purchase of goods and services and to identify the College officials who are authorized to execute contracts on behalf of the District Board of Trustees for personal professional services.

The President shall act for the Board in the establishment of administrative guidelines/procedures for purchasing of goods and services in accordance with applicable Florida Statutes, State Board of Education rules, policies established by the Board, and good business practice.

The President may delegate the responsibility and authority for the procurement of goods and services for the College to the Director of Purchasing, the supervisor thereof, and/or the vice president responsible for supervising the purchasing function. The President, Director of Purchasing, or supervising vice president may further delegate the authority for purchases of \$10,000 or less. Expenditures shall be limited to the amount provided in the approved College budget for each category of each fund. Personnel who have been designated as having authority to purchase shall endeavor to obtain maximum value for all expenditures and shall take appropriate steps to obtain the lowest prices for goods and services required to satisfy the needs of the College. At no time will purchases of a personal nature be made with College funds.

Sustainable Purchasing

Purchasing of environmentally friendly goods and services shall be in accordance with College values and strategic goals.

Requests for Quotations, Bids, Replies, and Proposals

Subject to exceptions provided by Florida Statute and State Board of Education rules, the College shall solicit two or more written quotations for purchases that exceed \$10,000 and are less than the amount specified in Category 3, Florida Statute §287.017. If possible, at least one quotation shall be requested from a local minority vendor. Non-exempt purchases

that exceed Category 3, Florida Statute §287.017, shall be obtained through a competitive solicitation, which may include an invitation to bid, request for proposals, or invitation to negotiate. The Board delegates to the President/designee the authority to approve or reject solicitations for purchases that do not exceed the amount specified in Category 5, Florida Statute §287.017. Purchases meeting or exceeding the amount specified in Category 5, Florida Statute §287.017, shall be approved by the Board unless such purchases are on behalf of entities for which the College serves as fiscal agent. Purchases on behalf of entities for which the College serves as fiscal agent which exceed Category 5, Florida Statute §287.017, shall be approved by the entity's authorized governing unit and reported to the Board.

If possible, at least one bid, proposal, or reply (as appropriate) shall be obtained from a local minority vendor. The Board may reject any and all bids, proposals, or replies. If other than the lowest response meeting specifications is recommended, the President shall provide justification for such action for inclusion in the minutes of the Board.

A listing of purchases that exceed the amount specified in Category 3, Florida Statute §287.017, which are made by the College during the previous month or awarded by the President/designee, shall be made available at Board meetings.

Contracts, Leases, and Agreements

Contracts, leases, or agreements with an annual cost less than the amount specified in Category 5, Florida Statute §287.017, associated with a purchase or potential purchase, and within the parameters of State Board of Education Rule 6A-14.0734, shall be forwarded to the Director of Purchasing or supervisor thereof for review and signature, subject to approval by legal counsel. Contracts, leases, and agreements associated with a purchase with an annual cost greater than the amount specified in Category 5, Florida Statute §287.017, must be approved by the Board of Trustees and executed by the Board Chair.

Contracts and Agreements for Evaluation of No-Cost Goods and Services

Contracts and agreements associated with goods and services received for the purpose of evaluation and at no cost to the College shall be forwarded to the Director of Purchasing or supervisor thereof for review and signature, subject to approval by College legal counsel and the applicable division(s) vice president(s).

Confidentiality/Non-Disclosure Agreements

With approval of College legal counsel and the applicable division(s) vice president(s), non-disclosure agreements for the purpose of receiving confidential information may be executed by College employees designated by College legal counsel.

Authorization for the Release of Information

With approval of College legal counsel, agreements authorizing the release of information held by a third party may be executed by the President/designee.

Authorization for Auxiliary Services Contracts

Auxiliary Services Contracts with expected annual revenue less than Category 3, Florida Statute §287.017, may be executed by the Director of Auxiliary Services or supervisor thereof subject to approval by College legal counsel and the Vice President overseeing Auxiliary Services. Auxiliary Service Contracts with an annual expected revenue that exceeds Category 3, Florida Statute §287.017, must be approved by the Board of Trustees and executed by the Board Chair.

Contracts for Personal Professional Services

The term "Personal Professional Services" is defined as a service provided by an individual or sole-proprietorship for the benefit of the College where goods are not material to the transaction. Examples may include, but are not limited to, accountants, auditors, consultants, guest lecturers, maintenance personnel, and speakers. Personal professional services contracts that exceed the amount specified in Category 3, Florida Statute §287.017, shall be approved by the Board of Trustees and executed by the Board Chair. Personal professional service contracts involving amounts less than that specified in Category 3, Florida Statute §287.017, may be executed by the President or designee. Designees to execute these contracts shall be limited to Santa Fe College vice presidents.

Signature Authority for Transfer of Personal Property

The President, Director of Purchasing, or supervisor thereof shall have signature authority for the transfer or sale of surplus College personal property disposed of in accordance with College Rule 5.7.

Other Contracts and Subcontracts

Any other College contracts or subcontracts not described herein shall be approved by the Board of Trustees or the Board's designee and executed by either the Board Chair or the Board's designee.

Doing Business with College Employees and Conflict of Interest

College employees are generally prohibited from doing business with the College outside of their College employment and all such conduct shall be in accordance with Board Rule 3.17 and Florida Statute §112.313.

Facilities/Physical Plant

Purchases and expenditures relating to facilities construction contracts and contractors for Fixed Capital Outlay Projects shall be in accordance with the appropriate sections of Chapter 6 of the College's Rules Manual.

Rule History

February 2023 (410.615)
June 2009 (410.429)
March 2000 (410.281)
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March 1997 (410.222)
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November 1976 (410.64)
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