
**LAKE-SUMTER STATE COLLEGE
BOARD RULE**

TITLE: Purchasing

NUMBER: 6.09

AUTHORITY: Florida Statutes 287; 1001.64, SBE 6A-14.0734

PAGE: 1 of 2

HISTORY: NEW - 8/1/68

AMENDED: 9/12/73, 11/30/83, 9/19/90, 9/15/92, 6/19/96, 1/20/00, 1/20/00, 2/24/10

I. AUTHORITY

The District Board delegates to the College President or designee the authority to:

- a. Purchase goods and services less than the amount specified in Section 287.017 Florida Statutes for Category Four.
- b. Develop procedures for purchasing goods and services in accordance with Florida Statutes and State Board of Education Rules.

The College President or designee reserves the right to reject any or all offers submitted in response to the College's solicitation for purchases less than amount specified in Florida Statutes 287.017 Category Four and the right to solicit new offers as deemed in the College's best interest. Recommendations for awards exceeding the Category Four threshold as specified in Florida Statutes 287.017 shall be approved or rejected by the District Board.

The College President or designee shall be authorized to develop procedures to waive solicitation requirements in emergencies when there is an imminent threat to students, employees or public safety, or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance.

The college will not discriminate in the awarding of contracts on the basis of race, color, sex, religious affiliation, age, national origin, marital status, or any qualified handicap.

II. BIDS

Bids shall be requested as required by law by the District Board for any purchase exceeding Category Three as set forth in State Board of Education rule 6A-14.0734, the Florida Administrative Code, and applicable Florida Statute.

When in the best interest of the college, between District Board meetings, the College President is authorized to award a bid which does not exceed the level specified in Section 287.017 Florida Statutes for Category Four. Such action shall be reported to the District Board at its subsequent meeting.

The District Board directs the College President or designee to develop a bid appeal process.

III. CONSULTANTS/PROFESSIONAL AGREEMENTS, CHANGE ORDERS AND OTHER CONTRACTS

The College President or designee is hereby authorized to enter into consulting/professional contracts and approve change orders and other contracts when the cost of such contracts does not exceed the Category Four threshold. This includes, but is not limited to, contracts for maintenance of equipment, contracts for service, etc. Contracts for which the annual cost exceeds the threshold amount shall require approval of the District Board.