

Title : Guidelines for Bids – Materials and Services
Number :
Approved :
Reference : 48 CFR 552; A.R.S. §41-2632

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If it is in the best interest of the College, it may utilize purchasing contracts through various cooperative programs to find the goods and services it needs. The College District is a member of various purchasing cooperatives, and as a member, has access to thousands of contracts through those programs. When not purchasing through a cooperative purchasing program, appropriate staff shall follow the guidelines listed below for obtaining bids for materials and services.

Non-Proprietary Specifications (No preference for brand/type)

- A. Appropriate staff shall recommend detailed written specifications to the Vice President of Administration.
- B. Invitations for bid, including written specifications, will be issued to prospective bidders by the Vice President of Administration or staff assigned by the Vice President of Administration.
- C. The lowest bidder meeting all specifications will be selected unless justifiable reasons indicate the lowest bid is not in the best interest of the College.

Proprietary Specifications (Preference for a particular brand/type)

- A. Appropriate staff shall recommend detailed written specifications to the Vice President of Administration.
- B. Recommended specifications shall include all the following:
 - 1. A statement of the reasons that no other specification is practicable.
 - 2. A description of the essential characteristics of the specified product/service.
 - 3. A statement specifically permitting an acceptable alternative product/service to be supplied.
- C. The Vice President of Administration may consult with other staff including the College President in order to determine if justification for requesting a particular brand/type is reasonable and in the best interest of the College and its programs.
- D. If it is determined that the request for a particular brand/type is appropriate, invitations for bids, including written specifications, will be issued to prospective bidders by the Vice President of Administration or staff assigned by the Vice President of Administration.
- E. The lowest bid meeting all specifications will be selected unless justifiable reasons indicate the lowest bid product is not in the best interest of the College.

