

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 6.2.2

Title: Sealed Bids	
Originated by: Vice President of Business Services	
Signature	Date
Approved by: Dr. Robert J. Edleston, President	
Signature	Date
Reviewed: July 1, 2011	Revised: July 1, 2011

Policy Statement: No expenditure involving an amount greater than \$25,000 for construction, reconstruction, remodeling or the purchase of materials, goods or wares shall be made by the College except upon sealed proposals. Contracts shall be awarded to the lowest qualified bidder within the provisions of all applicable state and federal statutes and Board policy.

Rational: The sealed bid procedure is established to comply with all applicable state and federal statutes and Board policy. In addition, the policy is designed to ensure efficiency and economy in acquiring materials, goods, wares and construction or remodeling of facilities required to operate the college.

Procedure:

1. Competitive Bidding

The Vice President of Business Services is responsible for ensuring that all bidding procedures, including the invitation to bid, giving of notice, establishment of criteria for bid evaluation, opening of bids, acceptance of bids and award of contracts, are in compliance with the laws of the State of Kansas, any applicable federal statute and Board policy.

- a. Sealed bids shall be required for any expenditure exceeding \$25,000 except for sole source purchases (see policy 6.2.5)
- b. Bids are not required for the procurement of services.
- c. Public notice of invitation to bid shall be given a reasonable time, not less than seven (7) calendar days prior to the date for opening of bids. Invitations to bid shall be posted on the College website and reported to the official media designation as determined by the Board.
- d. The Vice President of Business Services shall develop and maintain a list of potential bidders. Any supplier may be included on the list upon request. Notices of invitations to bid will also be mailed or sent electronically to all suppliers on the list.
- e. MATC will solicit potential bidders or suppliers from the service area defined by the Board of Directors.
- f. All bids and supporting documentation shall be retained for a period of three years after the bids have been opened.

2. Bid Specifications

All bid specifications shall be written in a clear and concise manner. Specifications shall seek to promote overall economy and best use for the purposes intended, shall encourage competition

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while satisfying college needs, and shall not be unduly restrictive. Bid specifications shall not be written to favor one or more potential bidders or vendors.

Such specifications shall include the following:

- a. Quantity, grade, product brand or specifications sufficient to make comparisons of bid received.
- b. Required performance or surety bond if applicable.
- c. Notification of the College's right to reject any or all bids.
- d. Notification regarding bidders required compliance with all federal, state and local laws, ordinances and regulations, if any.
- e. The date, time and location of bid opening.
- f. Notification that if an error is discovered in the specification prior to bid opening, all bids shall be returned unopened and the project shall be re-bid with the corrected specifications.

3. Bidding Procedures

- a. Request for Bid shall be written in accordance with bid specifications requirements as outlined in this policy.
- b. Invitation to bid shall be advertised in accordance with this policy.
- c. Bids submitted by hardcopy must be in a sealed envelope. Bids may be submitted electronically provided the bidder follows instructions contained in the instructions.
- d. Bids shall be opened, read out loud and recorded on the bid summary sheet.
- e. Any bid received after the publicized date and time shall be rejected.
- f. All bids shall be awarded to the lowest responsible bidder with considerations being given to quality, conformity to specifications, suitability of the equipment, materials or supplies, delivery terms and past performance of the vendor. College Administration retains the right to judge whether a bidder is "responsible." Criteria used to assess responsibility of the bidder includes, but is not limited to, financial standing, reputation, experience, resources, facilities, and efficiency.
- g. Within five (5) business days the successful bidder will be notified in writing. All unsuccessful bidders will also be notified in writing.
- h. The Business Office shall issue a purchase order to the successful bidder.

4. Withdrawal of Bids

Any bid may be withdrawn and/or corrected prior to the schedule time for opening of bids.

Correction or withdrawal of inadvertently erroneous bids after award, or the cancellation of a contract awarded based on bid mistakes, may be authorized by the Vice President of Business Services. The request must be made in writing and must include documentation of the facts leading to the erroneous bid. A decision to permit the correction or withdrawal of a bid, or to cancel and award or contract based on a bid mistake, shall be in writing. The decision to accept or reject such a request shall outline the reasons taken into consideration in evaluating the request.