

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Sealed Bidding	<u>Number</u> 511
Related Policy:	Bidding Requirements – 6Hx20-5.003	<u>Page</u> Page 1 of 4

I. Purpose

To establish and maintain centralized responsibility and authority for the administration of all College bidding, including all bids for purchases of services or commodities exceeding the amount as specified in s. 287.017, Fla. Stat., Category Three (including bids for construction services), in compliance with Rule 6A-14.0734, F.A.C., and Policy 6Hx20-5.003; and for the administration of bids for surplus sales.

II. Procedure

- A. In compliance with Rule 6A-14.0734, F.A.C., for purchases exceeding the amount as specified in s. 287.017, Fla. Stat., Category Three, unless exempted from the bid requirement, per Rule 6A-14.0734 (2), F.A.C., competitive bidding will be necessary. Bidding for the sale of surplus property shall be administered in accordance with s. 274.05 and s. 274.06, Fla. Stat.
- B. For purchases over the amount as specified in s. 287.017, Fla. Stat., Category Five, Board of Trustees authorization will usually be obtained prior to solicitations for bids. However, in extenuating circumstances, the Director, Purchasing shall have the authority to solicit bids prior to Board of Trustees action. In such instances, approval by the Board of Trustees shall be obtained subsequent to the bidding process and prior to bid award.
- C. General Authority and Responsibility for Bid Processes
 - 1. The Director of Purchasing shall have authority and responsibility for the administration of all College bid processes required by applicable State Board of Education Rules and Florida Statutes. In the absence of the Director of Purchasing, the Purchasing Coordinator may assume such authority and responsibility. In the absence of both the Director of Purchasing and the Purchasing Coordinator, authority and responsibility for administering College bid processes shall be assumed by the Vice President of Business Affairs.
 - 2. Bid processes shall include, but not be limited to the following:
 - a. Signature on documents for solicitation of bids;
 - b. Approval of bid specifications;
 - c. Providing assistance to College departments in the development of bid specifications;
 - d. Identification and selection of bidders for inclusion in solicitation for bids;

- e. Scheduling of bid opening dates and/or pre-bid conference dates;
- f. Approval and scheduling of any and all legal notices or other advertisements pertaining to College bidding;
- g. Conducting bid opening meetings in which sealed bids are publicly opened, read aloud, and recorded;
- h. Conducting pre-bid conferences when such conferences are deemed appropriate;
- i. Conducting public evaluations and/or oral presentations when deemed appropriate;
- j. Tabulation of bids;
- k. Appointment of Bid Review Committees;
- l. Notifications to bidders (or posting of bids) regarding bid award recommendations;
- m. Maintaining compliance with appropriate State Board of Education Rules and Florida Statutes pertaining to awarding of bids;
- n. Receiving and depositing in the Student Financial Services Office, any checks offered as bid deposits for bids in which such deposits are necessary or for public record requests requiring payment; and
- o. Initiating requests for return of bid deposits at appropriate times.

D. Bid Openings

- 1. For the purpose of public bid openings, a Bid Opening Committee shall be utilized. The Bid Opening Committee for sealed bid processes shall consist of the following:
 - a. Chairperson: Director, Purchasing;
 - b. Member: Purchasing Coordinator
- 2. For bids pertaining to construction services, normally the Director of Facilities Planning and Construction and the related project engineer or architect will also participate as members of the Bid Opening Committee.
- 3. Bid opening meetings shall be conducted with the Bid Opening Committee Chairperson opening and reading aloud bids received, with at least one member of the Bid Opening Committee Present and recording the bid responses.
- 4. Late bids will not be acceptable and shall be returned to the late respondent by the Purchasing Office.
- 5. Incomplete bids will not be acceptable and shall be returned to the respondent by the Purchasing Office.

E. Record Management

- 1. Federally funded bids will contain an independent cost estimate, bid response log, price/cost analysis, bid meeting minutes, notice of award or notice to proceed, executed contract, donor-list verification, and any additional procurement justification. A screenshot of the suspension check (SAM.gov) will be attached to each transaction and Supplier Record in Workday Strategic Sourcing.

F. Evaluation and Review of Bids

1. Upon completion of initial review of bids, the Director, Purchasing, shall select and appoint a Bid Review Committee. The committee shall make a detailed review and analysis of the bids received and recommend the appropriate responsive and responsible lowest bidder(s) meeting specifications. If the committee recommends other than the lowest bid meeting specifications, a written justification shall be submitted to the Director, Purchasing. This written justification must be approved by the Board of Trustees and shall be entered into the minutes of the Board of Trustees. All recommendations concerning bid awards shall be subject to the approval of the Director, Purchasing, as the President's designee for Purchasing.
2. For bid awards exceeding the amount authorized by the Board of Trustees by ten percent (10%) or more, additional action of the Board of Trustees will be necessary prior to award of the bid.
3. In the event of tie bids, resolution of the tie shall be based upon the following criteria, in descending order of priority:
 - a. Most favorable delivery.
 - b. Award to Escambia or Santa Rosa County, Florida, bidder. (Use the business address for other than surplus bids.)
 - c. Award to State of Florida bidder. (Use the business address for other than surplus bids.)
 - d. Drug-Free Workplace preference in the event of a tie bid in accordance with s. 287.087, Fla. Stat.
4. In the event that resolution of a tie cannot be made through consideration of the preceding factors, the tie shall be resolved through one of the following means:
 - a. Flip of a coin (for two-way ties); or
 - b. Drawing of lots (for ties involving more than two bidders).
5. The Bid Review Committee may vary with each bid process. However, the structure of a Bid Review Committee, for other than construction or surplus bids, normally consists of the following persons:
 - a. Chairperson: To be selected by the Director, Purchasing normally from the user area or division; and
 - b. Members: To be selected by the Director, Purchasing from the user department, individuals of appropriate knowledge or experience, and others as appropriate, each based upon a willingness and availability to serve.
6. For surplus bids, addresses may be business or residential addresses. If both business and residential addresses are listed on a single bid document, the business address shall prevail for the purpose of tie resolution.
7. In review of surplus bids, the Bid Review Committee shall normally be comprised of the following structure:
 - a. Chairperson: Vice President, Business Affairs; and
 - b. Members: Comptroller and Capital Outlay Accountant
8. The Bid Review Committee chairperson shall be responsible to report in the appropriate written detail the recommendations of the committee to the Director, Purchasing. For bids pertaining to construction services, the Bid Review Committee shall normally consist of the following:

- a. Chairperson: Director, Facilities Planning and Construction
 - b. Members: Normally, the appropriate architect or engineer, in consultation with the Director, Facilities Planning and Construction, will serve as the Bid Review Committee for construction bids. The Director of Purchasing may select and appoint additional members to the Bid Review Committee when appropriate.
9. Recommendations concerning construction bid awards shall be made in writing to the Director, Purchasing, by the Director, Facilities Planning and Construction.

Responsible Official: Director, Purchasing	
President's Signature: 	Date: 12/01/2025