

# Davis Technical College

## Purchase Requisitions Including Capital Purchases Preparation and Processing

**Effective Date: 01 December 2022**

Board Approval: 26 January 2012  
Revised Board Approval: 06 March 2014  
Revised Presidents Council Approval: 08 June 2015  
Revised Board Approval: 25 June 2015  
Revised Board Approval: 05 December 2019  
Revised President's Council Approval: 25 April 2022  
Revised Board Approval 19 May 2022  
Revised President's Council Approval: 24 October 2022  
Revised Board Approval 01 December 2022

### 1. Purpose

To set forth requirements and instructions for preparing and processing requisitions and capital equipment procurement.

### 2. References

- 2.1. Utah Procurement Code, 1953 Utah Code annotated, Section 63G-6(a)
- 2.2. Davis Technical College Procurement/General Policies
- 2.3. Davis Technical College Purchasing Cards
- 2.4. Davis Technical College Solicitation of Bids, Proposals and Emergency Procurement
- 2.5. Davis Technical College Purchases from Auxiliary Services

### 3. Purchase Requests - All Purchase Order Requests should be submitted through the purchase order system.

#### 3.1. Purchases Up to \$2,000

3.1.1. No competitive quotes are required for purchase order line items up to \$2,000. The purchaser may select the best source without seeking competitive quotes.

3.1.2. Sole source rules do not apply for purchases for purchase order line items up to \$2,000.

3.1.3. Purchase requisitions can be submitted for any purchase transaction with an off-campus supplier, but, where possible, individuals are encouraged to use Purchasing Cards for transactions less than \$2,000.

#### 3.2. Purchases over \$2,000 and Up to \$50,000

3.2.1. Purchase requests over \$2,000 and up to \$50,000 that are not supplied by departments or divisions of the State or that are not included in a State or College contract, or similar agreement must be accompanied by at least two price quotes from different vendors. Although not required, requestors should work with the Purchasing Agent and Fiscal Services Department in obtaining required quotes for purchase requests over \$2,000 and up to \$4,999 to expedite their requests.

3.2.1.1. Purchase Requests over \$5,000 and up to \$50,000 require the assistance of the Purchasing Agent and Fiscal Services Department in properly establishing requirements and soliciting bids. Requestors may suggest suppliers whenever they are competitive with other sources.

3.2.2. Award must be made to the responsible vendor submitting the lowest quote meeting the minimum reasonable specifications and delivery date.

3.2.3. All purchases over \$5,000 must be approved by the appropriate Division Vice President or the College President. In the absence of the appropriate approver, an alternate Vice President or the College President may make the approval in their absence.

3.2.4. **Sole-Source Procurement** - If at least two quotes cannot be obtained, the purchase is considered a sole-source purchase. A contract may be awarded for a supply, service, or construction item without competitive bidding, when the Vice President of Administrative Services or his/her designee determine in writing there is only one practicable source for the requisitioned item.

**Examples of circumstances which could necessitate a sole source purchase are as follows:**

3.2.4.1. When compatibility of equipment, accessories, replacement parts, or service is a paramount consideration.

3.2.4.2. For purchase of items for resale.

3.2.4.3. If only one responsive and responsible bid is received in response to an Invitation for Bids, including multiple stage bidding, an award may be made to the single bidder if the procurement officer determines that the price submitted is fair and reasonable as set forth in R33-12-603 and R33-12-604, and that other prospective bidders had a reasonable opportunity to respond, or there is not adequate time for re-solicitation. Otherwise, the bid may be rejected and:(a) a new invitation for bids solicited;(b) the procurement canceled; or(c) the procurement may be conducted as a sole source under Section 63G-6a-802.

**3.3. Private Contractor Training.** In accordance with section 63G-6(a)-408 of the Utah Procurement Code and due to the needs of the College, purchases of training from private contractors do not require competitive quotes and may be awarded up to \$5,000, when in the best interest of the College and the parties receiving the training. Before a private contractor can provide training, they must meet all established College requirements for private contractors.

**3.4. Building Maintenance and Repair Services.** In accordance with section 63G-6(a)-408 of the Utah Procurement Code and due to the needs of the College, the College may elect to award and contract for individual building maintenance and repair services for single repairs or projects from private contractors that exceed \$2,000 without competitive quotes up to \$10,000. These awards are to be made only when in the best interest of the College. The Director of Facilities Services will submit in writing to the Purchasing Agent the scope of work, quote from proposed contractor and justification for review and approval.

3.4.1. This section is intended to facilitate the procurement of smaller projects by reducing the time and documentation requirements for staff and contractors. This is not intended as a method to circumvent the purchasing policy or best practices.

**3.5. Remodel Projects and Architectural and Engineering Services (A&E) not provided by the Division of Facilities and Construction Management (DFCM)**

3.5.1. In accordance with section 63G-6(a)-408 of the Utah Procurement Code and due to the needs of the College, the College may elect to award and contract for remodel projects from private contractors that exceed \$2,000 without competitive quotes up to \$10,000. These awards are to be made only when in the best interest of the College. The Director of Facilities Services will submit in writing to the Purchasing Agent the scope of work, quote from proposed contractor and justification for review and approval.

3.5.2. The College Facility Services Department and Purchasing Agent will coordinate the acquisition of A&E professional services. The College Facility Service Department will produce a comprehensive scope of work, project budget and A&E firm recommendations to the Purchasing Agent. The College may award up to \$30,000 per project without competitive quotes to selected A&E firm as long as fees are structured in accordance with the current DFCM published A&E fee schedule and limits.

3.5.3 The scope of work will be provided to all potential vendors, and all vendors will be notified of any changes to the scope, and given adequate time to modify, any submissions based on those changes.

3.5.4 The College Facility Services Department will verify and document vendors meet any necessary licensing, bonding, or other requirements in accordance with state law prior to the forwarding of documents to the Purchasing Agent or Fiscal Department for issuance of a purchase order for the work.

3.5.5 No work on remodels is to begin until the purchase order has been issued by the Fiscal Services Department.

3.5.6 Change orders for remodel projects must be approved in writing by the Fiscal Department before the additional work begins.

### **3.6 Catered or Prepared Meals**

3.6.1 In accordance with Section 63G-6(a)-408 of the Utah procurement Code and due to the needs of the College, purchases of catered or prepared meals for College sponsored events may be awarded up to \$5,000 per an event without competitive quotes.

3.6.2 The cost per meal cannot exceed the state of Utah per diem meal rate currently posted on the State's website for the given meal type, and up to an additional 35% to cover delivery fees, convenience fees, other miscellaneous fees, and gratuity.

**3.7. Purchases Over \$50,000** - Large purchases are subject to considerable public scrutiny. Therefore, all purchases over \$50,000 are subject to a competitive sealed bidding process or to a competitive sealed proposal process completed by the Purchasing Agent and Fiscal Services Department.

**3.8. Division of Requirements** - Procurement requirements shall not be artificially divided to avoid using the source selection methods and signature approval requirements set forth in this policy.

3.8.1. As specified in the Utah State Code 63-G-6a-408(8)(a) It is unlawful for a person to intentionally or knowingly divide a procurement in order to avoid the procedural requirements of a larger purchase.

3.8.2. Employees of the College who intentionally or knowingly divide a procurement are subject to prosecution, or other disciplinary actions that may include termination of employment.

**3.9. Non-Compliance with Purchasing Policy** - Non-compliant purchasers will be subject, at the discretion of the Vice President of Administrative Services, to withdrawal of the authority to make purchases or to a reduction in the dollar amount authorized for making purchase requests as well as disciplinary action up to and including termination of employment.

#### **4. Capital Purchases (For Items Totaling \$3,000 or More in Value)**

- 4.1.** Equipment purchases from funds controlled by the College are not authorized if the College already possesses identical, substantially similar or functionally equivalent equipment that is reasonably available for use by the requisitioning unit.
- 4.2.** All requisitions for purchases of equipment estimated to cost more than \$3,000 must be systematically screened College wide for availability of equivalent equipment, with the assistance of the Fiscal Services Department, before the requisition can be processed.
- 4.3.** Equipment object accounting distribution codes should be used for items with unit costs in excess of \$3,000 and an estimated life expectancy exceeding one year.
- 4.4.** Supply object accounting distribution codes should be used for purchases of supplies and services, including the replacement of items originally purchased in large quantities with unit values of less than \$3,000 and items that cannot be inventoried.