

## **Business/Non-Instructional Operations**

### **Soliciting Prices (Bids and Quotations)**

Contracts for, and purchases of supplies, materials, equipment, and services shall be based, when possible, on prices through the CREC Cooperative Purchasing Program, ERC State Contract Bid List, or competitive bids. Any purchases made in the open market shall be consummated only after careful pricing. Whenever possible, three bids should be received for such purchases.

The Board reserves the right to develop formal bid procedures it deems necessary.

All bid documents shall include the following:

“The Board reserves the right to reject any or all bids and to accept that bid which appears to be in their best interest. Any bid may be withdrawn prior to the scheduled time of opening. Any bid received after the time and date specified shall not be considered.”