

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	PROCUREMENT OF GOODS AND SERVICES	Procedure Number:	6-3-102.1
Institutional Authority:	Chief Business Officer		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	6-3-102		

Approved:


President


Chief Business Officer

Date

Adopted: 07/31/2019

Date

Revised: 09/11/2023

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Purpose

The purpose of this procedure is to establish a procedure for purchasing (procurement).

II. Organization

The Procurement Office has full responsibility for obligating College funds for any goods, supplies, equipment, services, and contractual agreements required by the College. The Procurement Office, through the issuance of procurement cards to individual offices, may delegate a limited amount of responsibility for obligating College funds. Procurement card purchases may be limited in amount and types of purchases by limitations placed on card usage with the card's issuing financial institution. No other office is to attempt to obligate College funds without going through the proper procurement procedures as outlined in this procedure.

The Accounts Payable Office handles the processing of payments made to vendors for all procurements, except those that are handled by the College Foundation, or by use of procurement cards. All discrepancies must be researched and then verified by the

Procurement Office in conjunction with the Accounts Payable Office. Those submitting requisitions are notified if the discrepancy results in a change order being processed prior to payment being made.

All departments are responsible for the initiation of their individual requests for any goods, supplies, equipment, services, or contractual agreements.

All departments within the College are to submit all contractual agreements to the Procurement Office for approval prior to obtaining the services. These include all service contracts, maintenance contracts, repairs, consultant services, and Continuing Education instructional course requirements. Only the President of the College, the Chief Business Officer, or the Procurement Officer may approve or authorize (by signature) contractual agreements of any kind. No other office or person has the authority to sign any contracts.

III. Guidelines of the South Carolina Consolidated Procurement Code for the Procurement of Goods and Services.

The following are the guidelines as set forth by the South Carolina Consolidated Procurement Code for the procurement of goods and services. The State of SC, through the Division of Procurement Services, has established mandatory State Contracts for goods and services and information technology that are common to all agencies. Those contracts have been competitively bid and meet the requirements of the Code. State Contracts must be used before seeking alternative solutions.

A. Purchase Not in Excess of \$10,000

Small purchases not exceeding \$10,000 may be accomplished without securing competitive quotations if the prices are considered to be fair and reasonable.

The administrative cost of verifying the reasonableness of the price of purchase may more than offset potential savings in detecting instances of overpricing. Therefore, action to verify the reasonableness of the price needs to be taken only when the procurement officer of the governmental body suspects that the price may not be reasonable. Purchases must not be artificially divided so as to constitute a small purchase. Purchases must be distributed equitably among qualified suppliers.

B. Purchases from \$10,000 - \$25,000

Solicitation of three written quotes from a minimum of three qualified sources of supply shall be made. The documentation of the quotes must be attached to the purchase requisition/purchase order. The award shall be made to the lowest responsive and responsible sources submitting a quote. Unless three bona fide

bids are obtained, the requirement of adequate public notice (advertisement in *South Carolina Business Opportunities*) is required.

C. Purchases from \$25,000 - \$50,000

Solicitation of written quotes, bids, or proposals shall be made. The procurement shall be advertised for a minimum of one week in the *South Carolina Business Opportunities* publication or through a means of central electronic advertising as approved by SFAA Division of Procurement Services. A copy of the written solicitation and written quotes shall be attached to the purchase requisition/purchase order. The award shall be made to the lowest responsive and responsible source or, when a request for proposal process is used, the highest ranking offeror.

D. Purchases/Contracts exceeding \$50,000

Purchases/contracts amounting to \$50,000 or more shall be awarded by competitive sealed bidding except as otherwise provided in Section 11-35-1510. All competitive procurements above \$50,000 must be advertised at least one week in the *South Carolina Business Opportunities* publication. An invitation for bids shall be issued in an efficient and economical manner to any qualified bidder who requests a bid package for the particular procurement and shall include specifications and all contractual terms and conditions applicable to the procurement.

E. The Person(s) Responsible for Securing Bids

The requestor shall be responsible for securing bids up to \$10,000. The Procurement Officer will secure the bids above \$10,000. The President or Chief Business Officer will approve items that are to be secured by Sole Source or Emergency after the requestor and Procurement Officer have submitted justification to the Procurement Office. All Sole Source purchases with a value of \$50,000 or more must be advertised in the *South Carolina Business Opportunities* for a minimum of five or more days, depending on the value. This must occur before entering into a contract. A statement of right to protest must be included in the advertisement.

A copy of the South Carolina Consolidated Procurement Code is on file for employee review.

IV. Production of Goods and Services ("Live Work")

It is not the intent of the college to profit by live work or to compete in any way with private enterprise. The person, program, institution, or organization for which live work is done shall bear all actual cost of materials and parts involved and shall assume all

responsibility for the results of the work being done by students. At no time will the production of goods and services take priority over the educational training program. A small administrative fee may be enacted for work performed should the cost exceed the operational budget of the program.