ADMINISTRATION AND FINANCE MEMO: 04-05

July 21, 2004

TO: Budget Unit Managers

FROM: Richard Hale, Vice President

SUBJECT: COMPETITIVE PRICE REQUIREMENTS

I. Purpose

The purpose of this memorandum is to issue the minimum bid threshold requirements currently in effect for procurements made through the Richard Stockton College of New Jersey. This information should assist Budget Unit Managers in the procurement of goods and services.

II. Minimum Bid Threshold Requirements

The following requirements apply to the various bid threshold categories as set forth herein:

A. $0 - $1,200 no competition required

B. $1,201 - $6,000 three (3) telephone quotes or as determined by the Procurement Specialist

C. $6,001 - $11,000 three (3) fax or written quotes or as determined by the Procurement Specialist

D. $11,001 - $19,499 Purchasing Department will obtain three (3) written quotations allowing 14 days from the time of mailing and will open simultaneously, as determined by the Procurement Specialist

E. Over $19,500 formal advertised bid will be coordinated through the Purchasing Department or a bid waiver will be required.
III. Additional Purchasing Requirements

All college purchasing must be done in accordance with appropriate State laws, regulations, policies and procedures, which includes laws related to Small, Women, and Minority business, New Jersey In-state Vendor Preference, and Affirmative Action. Managers also must be cognizant of the need to obtain the best competitive pricing on commodities to adhere to good business practice.

The Purchasing Department reserves the right to seek additional and/or price competition on purchasing requests beyond the requirements set forth under Section II to meet statutory requirements.

IV. Time Lines

Please ensure that sufficient lead-time is provided in processing a purchasing requisition.

In addition, all equipment orders which may affect the operation of any college utility (e.g., gas, electric, telephone, HVAC, etc.) must be reviewed by the Purchasing Department before the issuance of any purchase order. This review is necessary in order to avoid large utility cost upgrades that may be necessary to operate the requested equipment. This review will be conducted in a timely manner in consultation with Plant Management. Please forward to Purchasing any technical (utility) specifications to expedite this review.

V. Reference

College Administration and Finance Memo 92-21, dated December 14, 1992, sets forth complete Purchasing Procedures.

VI. Questions

Questions concerning this directive should be directed to Chuck Klein, Associate Vice President for Fiscal Affairs and Risk Management, ext. 4726, or Purchasing Office, ext. 4325.