

Lakeland Community College

POLICY TITLE:	PROCUREMENT OF GOODS AND SERVICES
POLICY NO:	3354-2-37-01
ORIGINALLY APPROVED DATE:	01/15/98
REVISED DATE:	08/22/25; 11/04/21; 03/01/12; 03/06/03
EFFECTIVE DATE:	08/22/25
NEXT REVIEW DATE:	08/2030
RELATED PROCEDURE:	BS35-01; BS45-04
RESPONSIBLE OFFICE(S):	DEPARTMENT OF BUSINESS SERVICES
APPROVED BY:	BOARD OF TRUSTEES

A. Encumbering of Funds

1. The procurement of works of improvement, goods, and services require prior authorization through the issuance of a purchase order or Board resolution. Such issuance shall encumber funds appropriated for that purpose. Authority to obligate the College for these purchases is limited to those individuals specifically designated by the Board with the authority to enter into such contracts.

B. Competitive Selection

1. The procurement of all works of improvement where the aggregate cost exceeds the bid threshold as determined by Ohio Revised Code, Section 3354.16(B) shall be awarded under requirements as established by the ORC, particularly Section 153 to:
 - a. the lowest responsive and responsible bidder pursuant to competitive bidding requirements using either the “general contracting (single-prime)” method or “multiple-prime” method; or
 - b. A Construction Manager at Risk (CMAR) or a Design-Build (D/B) services firm pursuant to competitive selection requirements.
2. Additionally, responsible contracting practices for works of improvement are further defined in Board Policy Number 3354-2-37-02.
3. Works of improvement estimated as greater than \$50,000, but less than the monetary threshold defined in ORC 3354.16(B), must be competitively bid.
4. For purchases of goods and services, including works of improvement, estimated as greater than \$25,000, but less than \$50,000, must have at least three (3) written quotations.
5. The procurement of goods and services (non-works of improvement) where the cost is \$50,000 or more shall be awarded pursuant to the College utilizing either a competitive bid or request for proposal process.
6. Competitive selection requirements may be waived:
 - a. Whenever the Board or the President has determined that an emergency situation exists;

- b. For goods and services (non-works of improvement) in the judgment of the Purchasing Department and with approval of the Administrative Services Division Head, it is deemed impossible or impractical to obtain more than one bid due to the product being a used item, a single source item, or for any other sufficient economic reason;
 - c. For goods and services (non-works of improvement) whenever group buying contracts deemed to meet procurement requirements are utilized as a source for establishing price.
7. In the event of tie bids or proposals, the following order of tie breaking will occur:
- a. The vendor with prior positive experience with the College including price, quality, product, service history, and delivery shall be considered the most responsible;
 - b. The vendor which is located in Lake County shall be considered the most responsive;
 - c. Coin toss.

C. Professional Services

- 1. Award of contract for the acquisition of professional services will be to providers determined to be appropriately qualified.

D. Purchases Requiring Board Approval

- 1. Annually, the Board approves the long-range financial plan for the College. As part of that plan, the Board approves the annual budget consisting of operating expenditures, capital expenditures, transfers, and auxiliary funds expenditures.
- 2. All contracts for works of improvement in which the aggregate project budget exceeds \$200,000 require Board approval.
- 3. Any contract to any vendor that spans one or more fiscal years for goods and services in an amount of \$200,000 or more requires Board approval.

E. Purchase of Printed Materials

- 1. The College is required to comply with Ohio law (Section 3345.10 of the Ohio Revised Code) in awarding contracts for the purchase of printed materials.