

# Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 5.14	College Expenditures, Bids and Waivers	FS 1001.64	FS 1013.46 FS 1013.47 FS 1001.64 FS 255.05 FS 287.	6A-2.015 6A-2.016 6A-2.019 6A-14.073 6A-14.0734	7-24-2006

## **Rule 5.14 College Expenditures, Bids and Bid Waivers**

- I. In accordance with the authority granted by SBE Rule 6A-14.0734, the President is hereby delegated authority as follows:
  - A. To approve the purchase of goods, services, and other items not exceeding Category Five of Florida Statute 287.017 (1);
  - B. To approve the purchase of goods, services and other items in excess of Category Two of Florida Statute 287.017 (1) which are exempt from bid in accordance with SBE Rule 6A-14.0734 or the Purchasing Manual.
- II. Bids and waiver of bid requirements are to be made as specified in SBE Rule 6A.14.0734 and the Purchasing Manual.
- III. In accordance with the authority granted by Florida Statute 255.05(5), the President is hereby delegated authority to waive payment and performance bonds for contracts for construction, remodeling, renovation, or demolition when the contract is for less than \$100,000<sup>.00</sup>.  
  
 The District Board of Trustees reserves the authority to waive payment and performance bonds for contracts for construction, remodeling, renovation, or demolition on a case by case basis when the contract costs are between \$100,000<sup>.00</sup> and \$200,000<sup>.00</sup>.  
  
 The Contractor should be made aware that the contract will include the requirement for withholding of retainage until the work has been completed and accepted by the proper authority in accordance with DBOT Rule 2.21, and the requirement that their bid must be accompanied by a Cashier's Check, Certified Check or Bid Bond in the amount of 5% of their bid as evidence of good faith in accordance with SBE Rule 6A.2.015 (4)(b)(1).
- IV. The Purchasing Department shall receive bids or proposals, publicly open, and tabulate them at the time and place as designated in the Invitation to Bid, Request for Qualifications, or Request for Proposal.
- V. The Purchasing Department will maintain written records of bidders or proposers contacted and their prices.

**History:** Formerly Rule 5.15.

**Adopted:** December 23, 1974; revised July 28, 1976, June 26, 1978, July 25, 1983, March 17, 1986, February 24, 1992, December 20, 1999; July 24, 2006

**Distribution:** All Holders of DBOT Rules Manual