

GTCC

GUILFORD TECHNICAL
COMMUNITY COLLEGE

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Purchasing and Equipment Manual

GTCC

Department of Purchasing & Contract
Administration

Jamestown Campus – Transportation Complex
1003 Bonner Drive
Jamestown, NC 27282

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PURCHASING MANUAL

INTRODUCTION

This manual is intended to provide general policies and procedures necessary to purchase equipment, supplies, and services. It applies to the acquisition of all equipment, materials, supplies, printing, and services through outright purchase, rental, lease, or lease-purchase.

All community colleges are required by General Statute 115D-58.5 to purchase all supplies, equipment and materials by contracts made by or with the approval of the NC Department of Administration (DOA), Division of Purchase and Contract (P&C).

The State's purchasing program is based on sound competitive purchasing procedures. The importance of seeking competition exists at all levels of expenditure, and it is reflected in the way specifications and/or a scope of work (SOW) is written, in searching for new sources of supply, in attempting to make procurement documents simple and inviting, and in everyday courteousness shown to prospective vendors and contractors. Where competition is not sought or obtained, the reason must be valid and documented.

Price does not have to be the only consideration when seeking competition. Other factors include terms and conditions, delivery schedules, lead times, types and degrees of service required, inspection and testing procedures, transportation and delivery costs, warranties and guarantees required, references, and company background & experience.

ETHICS & PURCHASING BEHAVIOR

Ethical practices are a major concern in the realm of public purchasing. While laws and rules provide a framework and mechanism for public purchasing, impediments to the process must be detected early, safeguards must be provided at all levels, and public purchasing staff must be entirely cognizant of the necessity of ethical behavior. Everyone involved in the purchasing process is held accountable to the following principles and standards of purchasing practice:

1. The purchasing power of the State shall not be used for private advantage or gain. Employees or other individuals will not process orders for articles for ownership.
2. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
3. Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the institution.
4. Refrain from soliciting or accepting money, loans, credits or prejudicial discounts and the acceptance of gifts, entertainment, favors, or services from present or potential vendors, which might influence, or appear to influence purchasing decisions.
5. Do not discuss with vendors cost information, bid information or trade secrets.

Handle all information of a confidential or proprietary nature with due care and proper consideration of ethical and legal ramifications and governmental regulations.

INTEGRITY

Fairness and impartiality in all phases of the process are essential in public purchasing. Integrity is demonstrated through fairness, openness, honesty, objectivity, and impartiality.

Similar to other service organizations, the Purchasing Department's justification is the quality of the service it renders. Fairness is required in expending public funds. No matter how strongly a user may prefer a particular product or service to others, equivalent products and services must be given every reasonable consideration.

RESPONSIBILITY

According to North Carolina General Statute (NCGS), if any institution contracts for the purchase or lease of any commodities or services **contrary to statutes or rules**, such contract or purchase shall be void and of no effect.

If any **unauthorized agent** of an institution contracts for the purchase or lease of any commodity or service, such contract shall be void and of no effect. Any person who makes an unauthorized purchase may be held personally liable for the costs incurred.

HUB UTILIZATION POLICY

As defined in NCGS 143-128.4, historically underutilized businesses (HUBs) are businesses owned and controlled (at least 51%) by US citizens who are members of one of the following groups: Black, Hispanic, Asian American, American Indian, Female, Disabled, or Disadvantaged. GTCC shall seek competition from certified HUB vendors to the greatest extent practicable. See the ***College Plan to Increase Participation by Historically Underutilized Businesses in the Procurement of Goods and Services*** for additional information.

PURCHASING DELEGATIONS

An agency's or institution's purchasing delegation is the maximum amount they can purchase or contract for without prior review and approval by P&C unless an exemption is afforded by North Carolina Administrative Code (NCAC) with regards to a specific type of purchase or the purchase is made from a North Carolina State Term Contract. GTCC's purchasing delegation is **\$50,000.00**.

PURCHASING THRESHOLDS FOR NON- INFORMATION TECHNOLOGY (NON-IT) RELATED PURCHASES

Purchasing thresholds determine the purchasing procedures that must be used when soliciting competition and obtaining offers from vendors. The various purchasing thresholds and their associated procedures are outlined below.

Purchases \$25,000.00 and under (including tax and shipping)

Although not required, employees are encouraged to obtain informal competitive quotes from several vendors to ensure they are receiving the best price, service and quality available for a particular purchase that is \$25,000.00 and under. Written quotes from the vendor are preferred. However, quotes may be obtained via e-mail, phone, the vendor's website or catalog. If using a catalog, please ensure you are obtaining the most recent prices. Written quotes should be attached to the requisition and phone quotes should be annotated on the requisition. Whenever practicable and available, one quote should be obtained from a certified NC HUB vendor. A list of certified HUB vendors is available on the NC e-Procurement website and the NC HUB Office website.

Purchases \$25,001.00 - \$50,000.00 (including tax and shipping)

For purchases that are \$25,001.00 up to and including \$50,000.00, informal competition is required. The Purchasing Department will issue a Request for Quote (RFQ), Request for Proposal (RFP), or submit a request through the Collaborative Requisitioning process via NC e-Procurement. Whenever practicable and available, one quote should be obtained from a certified NC HUB vendor. A list of certified HUB vendors is available on the NC eProcurement website and the NC HUB Office website.

At the discretion and approval of the Director of Purchasing, the requirement above may be waived if a Waiver of Competition form is submitted.

Purchases greater than \$50,000.00 (including tax and shipping)

Purchases for commodities greater than \$50,000.00 must be referred to P&C for review, approval, and/or soliciting competition using a formal IFB, RFP, or RFQ. If GTCC is requesting a waiver of competition, a thorough justification must also be provided by GTCC referencing the specific reason(s) authorized by NCAC. P&C is authorized by NCAC to inquire into the need for and the level of quality of the items and services requested.

Purchases greater than \$1,000,000.00

In 2011, the General Assembly mandated that all proposed solicitations for "supplies,

materials, printing, equipment, and contractual services” with an estimated value exceeding \$1 million must be reviewed by the Attorney General or designee prior to posting. Legal counsel should be included in the solicitation preparation process as early as practicable.

STATEWIDE IT PROCUREMENT OFFICE (NC DIT)

GTCC is identified by the State of North Carolina as a Local Government Entity and therefore is not subject to mandatory use of the Information Technology Procurement Rules. GTCC has adopted State policy that any IT item less than \$25,000 is considered a small IT Purchase for GTCC. Competition is encouraged but not required. GTCC policy also requires any small IT Purchases over the \$10,000 threshold to be issued on an RFQ to ensure the inclusion of State IT Procurement Terms and Conditions, but this requirement may be waived at the discretion and approval of the Director of Purchasing with internal Terms & Conditions review. NC DIT has offered their services to local government entities, and GTCC utilizes them for purchases that are more complex and for their legal expertise as needed.

PURCHASING THRESHOLDS FOR INFORMATION TECHNOLOGY RELATED PURCHASES

Purchasing thresholds determine the purchasing procedures that must be used when soliciting competition and obtaining offers from vendors. The various purchasing thresholds and their associated procedures are outlined below.

Purchases \$10,000.00 and under (including tax and shipping)

Although not required, employees are encouraged to obtain informal competitive quotes from several vendors to ensure they are receiving the best price, service and quality available for a particular purchase that is \$10,000.00 and under. Written quotes from the vendor are preferred. However, quotes may be obtained via e-mail, phone, the vendor’s website or catalog. If using a catalog, please ensure you are obtaining the most recent prices. Written quotes should be attached to the requisition and phone quotes should be annotated on the requisition. Whenever practicable and available, one quote should be obtained from a certified NC HUB vendor. A list of certified HUB vendors is available on the NC e-Procurement website and the NC HUB Office website.

Purchases \$10,001.00 - \$25,000.00 (including tax and shipping)

For purchases that are \$10,001.00 up to and including \$25,000.00, informal competition is required. The Purchasing Department will issue a Request for Quote (RFQ), Request for Proposal (RFP), or submit a request through the Collaborative Requisitioning process via NC e-Procurement. Whenever practicable and available, one quote should

be obtained from a certified NC HUB vendor. A list of certified HUB vendors is available on the NC eProcurement website and the NC HUB Office website.

At the discretion and approval of the Director of Purchasing, the requirement above may be waived if a Waiver of Competition form is submitted.

Purchases greater than \$25,000.00 (including tax and shipping)

Purchases greater than \$25,000.00 require a formal solicitation of competition from vendors using an Invitation for Bid (IFB), Request for Proposal (RFP) or Request for Quote (RFQ). The Purchasing Department is authorized to solicit competition and manage the bid process for all purchases greater than \$25,000.00. However, GTCC may also decide to seek guidance and assistance with preparing solicitations from NCDIT as appropriate.

ADDITIONAL POLICIES AND PROCEDURES

Evaluation of Offers/Evaluation Committee

All offers submitted in response to formal solicitations (IFB, RFP, RFQ, or Collaborative Requisitioning) require review and evaluation by the end-user and a member of the Purchasing Department or an Evaluation Committee. The end-user will discuss the pros and cons of each offer with the Purchasing Department representative and make a written recommendation to the Purchasing Department using the Bid Award Recommendation Form as to what vendor should be awarded the contract. The Evaluation Committee will usually comprise of the end-user, Director or his designee, and at least one other GTCC representative (ex. Facilities or IT staff for technical projects requiring additional specialized knowledge and experience). Additional committee members may be necessary depending on the complexity and scope of the project. The final decision for awarding a contract rests with the Purchasing Department.

Best and Final Offer (BAFO)

GTCC and/or the State reserves the right to reject all original offers and request one or more of the Vendors submitting bids within a competitive range to submit a best and final offer (BAFO), based on discussions and negotiations with GTCC, if the initial responses to the solicitation have been evaluated and determined to be unsatisfactory.

NOTE: All discussions and correspondence with a Vendor that are relevant to the negotiation of contracts must be documented and included in the procurement file.

Negotiations are conducted with the Vendors selected. Negotiation allows for the modification of proposals, including price. Offers and counteroffers may be made as many times with each vendor as is necessary to secure a reasonable contract. After negotiations have been conducted with each of the selected vendors, GTCC and/or the

State selects the Vendor, which, in its opinion, has made the best proposal. In all cases, written confirmation shall be obtained from the Vendor on any modifications of the original proposal and made a part of the contract. Formal Best and Final Offer (BAFO) documents should be used whenever possible.

Splitting Purchases

NCGS and NCAC prohibit splitting purchases to avoid exceeding GTCC's purchasing delegation or the purchasing thresholds outlined above. The estimated total cost for the anticipated purchase of commodities or services determines which purchasing rules and procedures apply. For example, the purchase of equipment, software, and supplies cannot be split into three (3) separate purchases to avoid seeking competition.

STATE TERM CONTRACTS

Products or services purchased from a NC State Term Contract (STC) do not require the Purchasing Department to solicit formal competition or the employee to obtain informal competitive quotes. STCs are contracts awarded by P&C and NC DIT for products and services most commonly and frequently used by NC agencies and institutions.

Vendors who have been awarded STCs have already participated in a competitive bid process. Therefore, seeking additional competition is not required. However, sometimes multiple vendors have been awarded a STC for the same type of products or services. In these situations, employees may compare pricing and services offered by both vendors within the framework of the STC and choose which vendor best matches their requirements.

Some STCs are **mandatory** contracts and some are **convenience** contracts. GTCC uses all convenience STCs to the maximum extent practicable. All GTCC employees are required to use products and services available on a mandatory or convenience STC prior to using other open market sources of supply.

Any employee that desires to purchase an item from a source other than those identified in the STC must obtain approval from the Director of Purchasing & Contract Administration.

A wide variety of furniture is available from several State Term Contracts (STCs) and Corrections Enterprises. GTCC has established furniture standards for use in most classroom and office settings. When contemplating furniture purchases, employees should contact the Purchasing Department to discuss types and styles of furniture available and recommended for a particular use. Most furniture purchases must be reviewed and approved by the President of GTCC to approve the use of equipment funding and by the Director of Purchasing and Contract Administration to ensure consistency in quality and style throughout GTCCs campuses.

Frequently, the removal of old furniture and disconnection/reconnection of computers

and other IT-related equipment is necessary when installing furniture. Close coordination with Classroom & Course Schedulers, Information Technology Services (ITS), and the Facilities Department is typically required. As a result, the Purchasing Department will work closely with employees and other stakeholders to coordinate the delivery and installation of new furniture and removal of old furniture for large-scale furniture orders.

Purchasing Flexibility Option

In accordance with NCGS 115D-58.14, community colleges have the flexibility to purchase items available on a State Term Contract from other sources based on the following criteria:

1. The items are the same or substantially similar in quality, service, and performance as items available under State term contracts.
2. The purchase price, including the cost of delivery, is less than the cost under the State term contract.
3. The cost of the purchase may not exceed GTCC's purchasing delegation of \$25,000.
4. If the total estimated cost of the item(s) is over \$5,000, competitive purchasing procedures for the applicable purchasing threshold outlined above must be followed.
5. The employee must document the cost of the state contract item and the cost from the alternate vendor. This information must be attached to the requisition when submitted to the Purchasing Department. Documentation must include the item, state contract number, state contract price, alternate vendor name, alternate cost, and total savings.
6. The Director of Purchasing must approve purchases using the flexibility option taking into consideration the extra time and effort involved to purchase items off state contract.

All purchases made using the flexibility option must be reported to the NC Community College System (NCCCS) Office. The Director of Purchasing will track purchases where the flexibility option was exercised and prepare/submit the Flexibility Report each year.

PURCHASE OF SURPLUS PROPERTY

There may be times when surplus property is available from the state or federal government that employees may want to obtain for use in their department. If an employee wants to obtain state or federal surplus property, s/he must submit a requisition to the Purchasing Department noting what state or federal agency has the piece of property desired, the price including shipping and handling charges, and other descriptive information. Because state and federal surplus property is typically used equipment subject to prior sale (i.e., potential acquisition from another source), competition is not required. However, the employee should seek comparative pricing from other sources to determine that the item is listed at a fair and competitive price (if

the item is not available at no cost). Even if an item is available at no cost, shipping and handling charges are usually the responsibility of the agency or organization who wants to obtain surplus property.

WAIVER OF COMPETITION

Request to Waive Competition

NCAC provides various legitimate reasons for waiving competition. However, employees must submit a justification form citing the specific reason for waiving competition and a thorough justification as to why waiving competition is necessary to obtain the required product or service. See below for more details regarding waivers of competition.

Under certain conditions, competition may be limited or waived where a factual basis demonstrates support of one or more of the conditions outlined below. There are similar, but different, sets of criteria for waiving competition for **IT-related** and **non-IT-related** products.

Conditions permitting waiver for **non-IT-related** products and services include the following:

1. Performance or price competition is not available;
2. A needed product or service is available from only one source of supply;
3. Emergency action is indicated;
4. Competition has been solicited but no satisfactory offers received;
5. Standardization or compatibility is the overriding consideration;
6. A donation predicates the source of supply;
7. Personal or particular professional services are required;
8. A particular medical product or service, or prosthetic appliance is needed;
9. A product or service is needed for the blind or severely disabled and there are overriding considerations for its use;
10. Additional products or services are needed to complete an ongoing job or task;
11. Products are bought for "over the counter" resale;
12. A particular product or service is desired for educational, training, experimental, developmental or research work;
13. Equipment is already installed, connected and in service, and it is determined advantageous to purchase it;
14. Items are subject to rapid price fluctuation or immediate acceptance;
15. There is evidence of resale price maintenance or other control of prices, lawful or unlawful, or collusion on the part of companies which thwarts normal competitive procedures;
16. The amount of the purchase is too small to justify soliciting competition or where a purchase is being made and a satisfactory price is available from a previous contract;
17. The requirement is for an authorized cooperative project with another

governmental unit(s) or a charitable non-profit organization(s); or
18. A used item(s) is available on short notice and subject to prior sale.

Conditions permitting waiver for **IT-related** products and services include the following:

1. Competition is not available;
2. A needed product or service is available from only source of supply;
3. Emergency action is indicated;
4. Competition has been solicited but no responsive offers have been received;
5. Standardization or compatibility is the overriding consideration;
6. A donation stipulates the source of supply;
7. Personal or particular professional services are required;
8. A product or service is needed for a person with disabilities and there are overriding considerations for its use;
9. Additional products or services are needed to complete an ongoing job or task;
10. A particular product or service is desired for educational, training, experimental, developmental or research work;
11. Equipment is already installed, connected and in service, and it is determined advantageous to purchase it;
12. Items are subject to rapid price fluctuation or immediate acceptance;
13. There is evidence of resale price maintenance or other control of prices or collusion on the part of persons or entities that thwarts normal competitive procedures unless otherwise prohibited by law;
14. A purchase is being made and a price is available from a previous contract;
15. The requirement is for an authorized cooperative project with another governmental unit(s) or a charitable non-profit organization; or
16. A used item is available on short notice and subject to prior sale.

Although competition may be waived for proper cause, its use is required wherever practicable. Where a waiver of competition is being considered, GTCC may negotiate with a potential vendor(s) in an effort to acquire the quality of commodity or service needed at the best possible price, delivery, terms and conditions, when the expenditure is less than their respective benchmark or delegation. A solicitation document (bid package) requesting or inviting an offer shall be issued, including standard language, terms and conditions issued by P&C.

If an emergency or pressing need situation has been determined, a solicitation document requesting or inviting an offer shall be issued by the Purchasing Department, including standard language, terms and conditions issued by P&C, unless circumstances prohibit their use.

Sole Source Vendors

A sole source vendor is a company or person who sells a product or service that meets the unique needs of the purchaser; generally, sole source means the one and only source for the product or service in the United States (minimum). If a manufacturer has dealers or distributors anywhere in the country, it is not a true sole source; having

regional, state, or area dealers or distributors does not constitute a sole source, unless territories are designated and restriction from completion in the designated area.

The following are examples of sole source vendors:

1. A new computer software company sells software that they developed and that can only be purchased from them.
2. A piece of College equipment breaks down and the required parts and repair service can only be obtained from the one local company authorized by the manufacturer to sell and service in this state/country.

Documentation

Any knowledge of or justification for using a sole source vendor must be noted on the requisition for consideration by the Purchasing Department. If technical specifications are the justification, note them in detail for comparison to existing products and sources. If possible, attach the following documentation to the requisition:

- Sole source letter from manufacturer
- Descriptive literature
- Photographs
- Diagrams
- Technical data

Approval: If the purchase is properly justified, approved, and within the College's local limit of \$50,000.00, it can be processed without submitting to P&C. If the purchase exceeds the local limit of \$50,000.00, it will be forwarded to P&C with all accompanying data for evaluation. If the purchase is approved, the College will proceed with the order.

EXEMPTIONS

It is not mandatory for the items and services listed below to be purchased through P&C. GTCC will manage the bid process for these products and services in accordance with the procedures outlined in this manual.

- Purchase of liquor;
- Perishable articles such as fresh meats, fresh fruit, fresh vegetables, fresh fish, poultry and eggs;
- Published material produced by others, such as newspapers, magazines, pamphlets, manuscripts, and books. Also maps, charts, globes, film, filmstrips and recordings (including tapes);
- Services provided by individuals by direct employment contracts with the state;
- Public utility services (gas, water and electricity);
- Services provided which are subject to published tariff rates as established by the State Utilities Commission;

- Services which are merely incidental to the purchase of supplies, materials or equipment such as installation services;
- Contracts for construction of and structural changes to public buildings;
- Personal services provided by a professional individual (person) on a temporary or occasional basis, including (by way of illustration, not limitation) those provided by a doctor, dentist, attorney, architect, professional engineer, scientist or performer of the fine arts and similar professions; the exemption applies only if the individual is using his/her professional skills to perform a professional task; a personal service may also be a consulting service; and
- Services provided directly by an agency of the state, federal or local government, or their employees when performing the service as a part of their normal governmental function.

In addition to products and services exempted by statute, the SPO may exempt other products and services from purchase through P&C provided that the SPO makes findings:

- That competition will not enhance the price that the State would receive for the product or service; and,
- That competition will not enhance the quality of the product or service that the State would receive.

Soliciting competition for bakery products and dairy products shall be handled by GTCC in accordance with standard procurement guidelines regardless of the dollar value of the proposed contract, but the contract shall be awarded through P&C if over GTCC's delegation.

PURCHASING PROCESS

The following list outlines the steps involved in GTCC's purchasing process:

1. Employee determines need for product/service.
2. Employee obtains product/service information and/or quotes from vendors.
3. Employee prepares and submits a requisition to the Purchasing Department with appropriate approvals (Budget Manager, Dean, Vice President, etc.). Paper requisitions or eRequisitions are acceptable.
4. Depending on the type, complexity and estimated cost, the following documents may also be required as attachments to the requisition:
 - a. Quotes from vendors
 - b. Specifications
 - c. Statement of Work
 - d. Vendor Contracts/Agreements w/terms and conditions (e.g., license agreements, service agreements, advertising agreements)
 - e. Request to Waive Competition (e.g., Sole Source-Brand Specific Justification Form or Emergency-Pressing Need Justification Form)
5. The Purchasing Department will evaluate the employee's requisition and

accompanying documents to determine the most appropriate method of procurement.

6. The Purchasing Department will contact the employee if additional information or documentation is required to process the requisition.
7. If the purchase is \$25,000 or less and all required information has been submitted with the requisition, the Purchasing Department will issue a purchase order (PO) to the vendor. A copy of the requisition and PO will be sent to the employee confirming that the PO has been issued to the vendor.
8. If the purchase is over \$25,000 and requires seeking competitive proposals or bids, the Purchasing Department will utilize Collaborative Requisitioning or will issue an IFB, RFP, or RFQ as appropriate and seek competitive bids/quotes.
9. Bids are received, tabulated, and evaluated by the Purchasing Department, end-user, and/or evaluation committee.
10. The bid is awarded and a PO issued to the winning vendor.
11. The product/service is delivered to the employee.
12. The end-user is responsible for monitoring the performance of the contract and notifies the Purchasing Department if there are any issues that need to be resolved.
13. If a product requires an inspection, the Purchasing Department coordinates the inspection with the end-user and the Quality Acceptance Inspector.
14. The vendor submits an invoice for payment.
15. When the end-user approves the invoice for payment and an inspection (if necessary) has been successfully completed, the vendor is paid for the product or service provided.

Important Notes About the Purchasing Process

- Employees are not authorized to place orders directly with vendors unless they are an authorized P-Card user. Employees may only obtain quotes from vendors and submit requisitions with quotes attached to the Purchasing Department. The Purchasing Department will place the order on behalf of GTCC and the employee to ensure all State laws/rules and GTCC policies/procedures have been followed.
- The employee must obtain appropriate approvals on the requisition. At a minimum, the departmental Budget Manager must approve the requisition. Other signatures may be required (ex., CIO, Facilities, Vice President) depending on the type of purchase and estimated cost.
- The type, complexity, and cost of the purchase will affect the length of time required to process a requisition.
- The competitive bid process takes (at a minimum) 30 days from receipt of requisition to issuance of the PO. The competitive bid process may take as long as 6-9 months.
- Potential delays in processing requisitions, awarding contracts, and issuing POs to vendors include but are not limited to the following situations: negotiating terms and conditions of vendor contracts/agreements, incomplete specifications or SOWs from employees, evaluation of vendor offers by employees and/or

evaluation committees, seeking clarification from vendors regarding their bids/proposals, and receiving non-responsive bids from vendors resulting in the requirement to repeat the competitive bid process.

- Payments to vendors may also be delayed if an item requiring an inspection does not pass the inspection.
- Vendors must register with the NC eProcurement System if they want to conduct business with NC agencies and institutions. Vendor registration instructions and forms are available on the GTCC website and from the Purchasing Department.

REQUISITIONS

Manual Requisitions

Completed manual purchase requisitions must include the following information:

1. REQUESTED BY: The person initiating the requisition.
2. DATE: Date that the requisition is written.
3. VENDOR: Vendor name, street address, city, state, zip, phone number, and fax number.
4. CHARGE TO NUMBER: Complete department budget code.
5. SHIP TO: Check the appropriate box and remember to include the name of the person to whom the GTCC Shipping & Receiving department should deliver the package.
6. VENDOR #1, #2, #3: Required on all requisitions over \$25,000. Suggested vendors should be listed for all other purchases. If a HUB vendor is identified, please notate on the requisition.
7. QUANTITY: Amount to purchase.
8. UNIT: Unit of measure (U/M). Examples include each, box, carton, pounds, etc.
NOTE: QUANTITY unit of measure must equal PRICE unit of measure.
Example: 3 *each* @ 1.25 *each* NOT 3 *each* @ 12.50 *box*
9. COMMODITY NUMBER: Complete if known, referenced on state contracts.
10. DESCRIPTION: Description of item to be purchased. Along with the description, please include color, size, model number, catalog number, and any other information to describe the item requested for purchase. If the Purchasing Department cannot identify what has been requested or why it has been requested by the information provided in the description, the requisition will be held. Notification will be provided that the requisition cannot be processed without additional information.
11. UNIT PRICE: price per unit of measure ordered, see item #8.
12. TOTAL PRICE: (extended unit prices) price per unit times the quantity ordered.
13. SUBTOTAL: total of all extended costs of requisition
14. SALES TAX: *applicable for all items as per North Carolina Department of Revenue regulations.*
15. SHIPPING CHARGE: required information. When requesting prices, ask about shipping charges. If shipping charges do not apply, fill in "N/C" – no charge.
16. APPROVALS: All **supply requisitions** require approval of the Department Budget Manager, Buyer and/or Purchasing Department. All **equipment**

requisitions require approval of the Department Budget Manager, Vice President, President, and Purchasing Department. Additionally, GTCC ITS related equipment and software purchases require approval of the CIO.

All requisitions submitted to the Purchasing Department are entered into the NC eProcurement System. Once the requisition completes the approval process, it will be converted into a purchase order and electronically sent to the vendor based on how the vendor registered in eProcurement.

eREQUISITIONS

As employees are trained, they will begin entering requisitions into the NC eProcurement system for processing. After requisitions are entered, they will be forwarded through an electronic process for approval by the respective supervisors. Each Budget Manager will review the eRequisition and elect to electronically approve or reject the requisition. Once approved, the eRequisition is transmitted to the Purchasing Department for processing.

Once received in the Purchasing Department, eRequisitions are reviewed for accuracy and to ensure compliance with State Purchasing Requirements. If correct, Purchasing will convert the eRequisition to a purchase order. NC eProcurement transmits the purchase order to the vendor in accordance with the vendor information on file. A copy of the purchase order will be submitted to the requisitioner for his/her files.

NOTE: Any requisitions (manual or eRequisitions) received without proper approval will not be processed and are unauthorized. Additionally, if unauthorized requisitions are submitted AFTER a purchase has already been made, the employee who made the purchase may be held financially liable for reimbursement of the items purchased.

BLANKET PURCHASE ORDERS

Purchasing is responsible for reviewing all requests for blanket purchase orders (blankets) to determine if a blanket is appropriate and to determine if competition or waivers are required. If an increase in a blanket is requested, the budget manager must approve the increase. Purchasing will then review to determine if competition or a waiver is required due to the increase. Blanket purchase orders are reviewed periodically to evaluate if there is a continued need. This ensures that funds are not encumbered unnecessarily. Blanket purchase orders are closed at fiscal year-end. If a blanket crosses fiscal year, a new blanket will be reissued for the remaining balance.

The procedures for blankets are as follows:

1. All blankets must have a start date and an expiration date. This date may change depending on budget requirements for the year. The Purchasing Department will begin year-end reviews in late March or early April to determine what blankets

need to be closed before the end of the fiscal year. Purchasing personnel may notify the requisitioner for information related to the open blanket.

2. Blanket orders are to be issued to cover the fiscal year (7/1/xx – 6/30/xx). Requisitioners should determine the dollar amount needed for the entire year.
3. Competition will be sought for blankets following proper purchasing policies and procedures for the dollar amount of the requisition.
4. To quote or bid blankets, employees will provide a list of 10-15 items that they anticipate using over the course of the year. The items will be representative only and no commitment will be made to purchase those particular items. It will be a basis for cost comparison only.
5. All blankets should list names of employees eligible to make purchases from the blanket. All blankets should have a "not to exceed" amount for each order released against the blanket. For example, "no invoice to exceed \$250" would limit the release against the blanket to be no more than \$250 for each release.

INVOICING AND PAYMENT PROCESS

All invoices must be sent to the Accounts Payable (AP) office for timely processing and payment. Ideally, a vendor will send an invoice directly to AP after products or services have been provided, and AP will send the invoice to the applicable department for review and approval by the budget manager. However, frequently the department will receive the invoice directly from the vendor. If this occurs, it is imperative that the departmental budget manager review, sign, and forward the invoice to AP immediately for timely processing and payment. If the budget manager does not agree with the information contained in the invoice and is not willing to approve the invoice, the budget manager must contact Purchasing and AP immediately to convey their concerns so the issue can be resolved as quickly as possible.

Invoices may be e-mailed to AccountsPayableInvoices@gtcc.edu.

PROCUREMENT CARD

The Procurement Card (P-Card) provides departments with a convenient, streamlined method to purchase less expensive, commonly used items with a reduction in paperwork, approvals and time. However, authorized P-Card users are required to comply with all relevant GTCC and State of North Carolina purchasing policies and procedures. The GTCC P-Card Program is coordinated and administered by the Director of Purchasing with oversight by the Vice President, Business & Finance.

P-Card training is provided on a quarterly basis for eligible faculty and staff members who would like to use the P-Card for making small purchases (purchases less than \$25,000).

See the ***GTCC Procurement Card Policies and Procedures Manual*** for additional information.

VEHICLES

Motor Vehicle Rental

GTCC has a motor vehicle fleet for use by GTCC employees for business related travel. If a GTCC fleet vehicle is unavailable for local travel requirements, GTCC employees may rent a vehicle. However, employees must obtain approval prior to renting a vehicle and employees must check State Term Contract 975A to determine if a suitable vehicle is available before obtaining a rental vehicle in the open market.

There may be times that an employee travels by airplane to an out of state location and desires to rent a vehicle for use at the destination point. When the use of a rental vehicle is necessary for use at a particular event, GTCC employees must request a rental vehicle on their travel request form and use of the rental vehicle must be approved **before** making arrangements with the rental company.

Motor Vehicle Service and Repair

Fleet vehicles shall be maintained and repaired by the Facilities/Maintenance department unless the required service or repair cannot be performed by GTCC. If parts are required to facilitate repairs, employees must follow standard purchasing procedures.

Instructional vehicles used in a classroom setting may be repaired by a local vendor. Based on the estimated dollar amount of service and repairs needed on an annual basis, the employee will work with Purchasing to issue a quote or bid to cover the needs for the year.

Bulk Fuel Purchases

GTCC may need to purchase fuel for its fleet or for individual company-owned vehicles across GTCC campuses. Bulk purchases of fuel shall be made utilizing the various 405 STC categories, unless GTCC cannot meet the requirements of this STC (ex. 6,000 gal. minimum purchase). This contract should be reviewed to determine if there are contractors that can service the Jamestown area. If contractors are available and GTCC meets all requirements of the STC, bulk purchases should be made using the STC. If GTCC does not meet all of the STC requirements, or there is not a contractor in GTCC's area, normal purchasing procedures shall be followed.

When purchasing fuel, the Facilities Maintenance Department should provide an estimate of annual usage and submit a requisition to Purchasing. The Purchasing Department will determine whether to purchase from STC or from open market sources.

Aviation Fuels

GTCC is required to purchase aviation fuel from the designated contractor utilized by

the Piedmont Triad International Airport.

Fleet Card/P-Card Fuel Purchases

The Facilities Department has fleet cards (currently WEX) for purchasing fuel for fleet vehicles. When a GTCC employee is traveling long distances, the Facilities staff will issue a fleet card to the employee for use on a specific trip. Typically, the Facilities Department keeps fleet vehicles adequately fueled or can fill up a fleet vehicle prior to departing on shorter trips.

In the event a fleet vehicle is short on fuel and an employee was not issued a fleet card for that trip, the employee may use a GTCC P-Card to purchase fuel. P-Card holders will need to contact the GTCC P-Card Administrator to have their P-Card profile changed to authorize fuel purchases.

Various departments (Basic Law Enforcement Training, Fire Protection Training, Turf Grass Management, etc.) have also been issued fleet cards for use with instructional vehicles.

USED EQUIPMENT

Employees may purchase used equipment when it is beneficial to do so (ex. cost savings). Requests for used equipment must be justified by the employee when submitting a requisition to Purchasing. The employee should consider the condition of the used equipment, warranties that are being offered, and the cost of the item(s) when considering the purchase of used items.

Purchasing used equipment and supplies are subject to all policies and procedures related to seeking competition. However, if used equipment and supplies are being sold by a vendor "subject to prior sale" (i.e., the specific item(s) may be sold to another purchaser at any moment), competition may be waived. The employee should seek documentation from the vendor stating that the desired item(s) are subject to prior sale and attach a copy to their requisition. Items sold on consignment or items being discontinued and sold at a discount are examples of items being sold subject to prior sale.

VENDOR COMPLAINTS

GTCC makes every effort to develop and maintain positive working relationships with vendors. However, there may be times when a vendor's performance or conduct is not carried out in an acceptable manner. There may be issues with vendors related to delivery, invoicing, product/service performance, and/or inappropriate conduct by a contractor (e.g., smoking on campus; unprofessional behavior towards faculty, staff and/or students).

As soon as an employee becomes aware of an issue, the employee should contact the vendor for resolution. If the vendor fails to correct the problem, the employee should contact the Purchasing Department for assistance in resolving the issue. A clear and concise description of the problem should be emailed to the Director of Purchasing, Senior Buyer or Procurement Technician so the most appropriate Purchasing Department staff member can follow-up with the vendor. E-mails sent to the Purchasing Department should include details of the problem, what has been done to seek resolution (including contact name, dates contacted, and what was discussed) and how the employee would like to see the issue resolved.

The Director of Purchasing or designee will contact the vendor to attempt to resolve the problem in the best interest of GTCC. If the issue cannot be resolved informally by a member of the Purchasing Department, the employee may be asked to submit a Vendor Complaint Form to formally document the complaint in the bid and/or purchase order file.

The Director of Purchasing may also submit vendor complaints to P&C and/or NC DIT if the issue cannot be resolved at the college level. Employees should also keep copies of all correspondence related to vendor complaints in their files as well.

SOLICITATION BY SALES REPRESENTATIVES

The Purchasing Department has an open-door policy. Vendors are welcome to stop by the Purchasing Department to drop off literature and business cards. Appointments are not required but are strongly encouraged if a vendor would like to meet with the Director of Purchasing so that adequate time can be allotted for the meeting.

Vendors who want to visit various departments on campus may do so without making an appointment through the Purchasing Department. However, no GTCC department or employee may place an order or promise an order to any visiting vendor. All requisitions, including those generated as a result of a vendor visit, must be submitted to the Purchasing Department (after obtaining the appropriate approvals) for review and handling in accordance with GTCC policies and procedures.

PURCHASES FROM GTCC BOOKSTORE

There may be times that an item is needed quickly. Employees may use their P-Card or take an approved requisition to any of the GTCC Campus Stores for the purchase of the item(s) needed. The Bookstore will invoice the department if an approved requisition is used to make the purchase.

Textbooks for use by faculty and students in the classroom must be purchased through the GTCC Campus Store. All other books, including library books, reference books for staff, manuals, etc. will be purchased using the GTCC purchasing policy guidelines. A list of titles, authors, and ISBN numbers should be included with the requisition when

submitted to Purchasing so that information can be completed in the bid package if the request is over \$5,000.

All purchases of books should be directed to the Bookstore for first right of refusal.

PERIODICAL SUBSCRIPTIONS

Periodical subscriptions for the Learning Resource Center will be handled by the Purchasing Department using the GTCC Purchasing Manual guidelines for bidding. Contracts for subscription services may be awarded for up to three (3) years. The employee will forward a requisition for services, including the start date of the service contract to the purchasing department. A list of subscriptions must be included with the requisition and include the subscription start/end dates. The buyer should handle the bidding process in such a way that there are no missed issues of any publication. Additional time may be needed between requisition date and contract award.

PERSONAL ITEMS

The purchase of personal items by GTCC employees using GTCC funds is strictly prohibited. Personal items include but are not limited to flowers, cards, personal membership fees/dues, pictures or wall hangings, and lamps.

Under limited circumstances, GTCC may approve the purchase of personal items. However, the purchase of these items using any GTCC fund source must be approved prior to the purchase. Failure to seek proper approval prior to the purchase of these items may result in the employee being held personally liable for the expense.

AIRLINE TICKETS

Airline tickets may be necessary for employees to attend business related travel activities such as conferences, training courses, and meetings. Employees who anticipate the need to travel by air to attend business related functions must request funding for airline tickets on their travel request form. Airline tickets may only be purchased after an employee's travel request form has been approved by the employee's supervisor, budget manager, and Business Office staff member. Employees who purchase airline tickets without prior approval may be held personally liable for the expense.

PURCHASES REQUIRING SPECIAL HANDLING

In the event that GTCC needs to purchase radioactive materials, radiation producing equipment, or compressed cylinders, the Purchasing Department will follow the purchasing procedures as with any other goods. A material safety data sheet (MSDS) sheet is to be requested with all such purchases. Receiving, storage and other handling

of such items will all be in accordance with the MSDS. Questions about handling or storing this type of purchase should be directed to GTCC's Facility Operations Department.

EVALUATION OF EQUIPMENT

The Purchasing Department must be notified prior to any installation of a vendor's equipment for the purpose of evaluation. This is required for the financial protection of the department and institution.

If a vendor offers equipment to be installed for evaluation, the following criteria applies:

- GTCC is in no way obligated to purchase or lease the equipment after evaluation.
- The department receiving the equipment for evaluation is not authorized, either expressed or implied, to commit GTCC to purchase or lease the equipment after evaluation.
- Equipment must be adequately identified as belonging to the vendor during the evaluation period.
- Any evaluation contract, permission/release sheet, or receipt of goods slip must be reviewed, and if deemed appropriate, signed by the Purchasing Department.
- The vendor is responsible for all costs incurred prior to, during, and after the evaluation. Equipment insurance is the responsibility of the vendor. GTCC assumes no liability for the equipment.
- At the end of the evaluation period, the evaluating department is responsible for crating and shipping the equipment back to the vendor. The vendor is responsible for furnishing all crating/packing material and return freight charges.
- Vendors cannot use the name of GTCC or the evaluating department of GTCC in any advertisements or endorsements.

VENDOR NOT REGISTERED FOR ePROCUREMENT

If an employee would like to use a vendor who is not registered for eProcurement, the employee will contact the vendor and request that they register on eProcurement. The employee should document the date of the phone call, the name of the vendor contact, and the phone number of the contact. If, after several attempts, the vendor refuses to register, the employee is to notify Purchasing of the problem. Purchasing will contact the vendor to encourage the vendor to register and explain the reasons for doing so. If the vendor still refuses to register, Purchasing will complete a Vendor Exception form and forward to P&C.

P-Cards and Non-Registered Vendors

If an employee needs to make a purchase with a vendor that is not registered on eProcurement and has been issued a GTCC p-card, they may make the required purchase using the p- card as long as the dollar amount does not exceed their p-card limits and falls within the guidelines of the p-card procedures. Questions concerning the use of the p-card should be directed to the Purchasing Department.

DIRECT PAY PROCEDURES

GTCC will make every effort possible to enter purchase orders to vendors through the NC eProcurement system. However, if a vendor refuses to register and GTCC has a pressing or emergency need, employees must provide documentation to the Purchasing Department that the selected vendor is the only vendor that can provide the required item(s). Documentation must include the vendor name, contact name, phone number, and the dates that the employee contacted the vendor requesting that they register through eProcurement. Purchasing will verify all documentation for accuracy and the Director of Purchasing and Contract Administration will make final approval.

GTCC will allow direct payments to government agencies and local government institutions if the vendor is not registered with NC eProcurement.

PROFESSIONAL SERVICE AGREEMENTS & CONTRACTED SERVICES

Like commodity purchases, purchases for services are guided by purchasing thresholds outlined by the Division of Purchase & Contract. Purchasing thresholds determine the purchasing procedures that must be used when soliciting competition and obtaining offers from vendors. Requests for Professional Service Agreements and Contracted Services will be evaluated by GTCC's Purchasing department and processed in accordance with State Purchasing Policy.

Professional Service Agreements (PSAs)

All PSAs and Contracted Service Agreements must be processed through the Purchasing Department. The PSA form is to be submitted for both professional service and contracted service agreements. The completed PSA itself suffices as the purchase requisition, and the original PSA with all information, including budget code and approval signature(s) is forwarded to Purchasing where it will be approved and a purchase order issued. This procedure is necessary to facilitate tax reporting for independent contractors and to encumber budget allocated for contractors as soon as GTCC is aware of the obligation.

NOTE: All previously vetted independent contractors are required to provide Purchasing with proof of insurance prior to beginning work.

When considering a Professional Service Agreement with a potential contractor, careful consideration should be given to the status of the potential contractor (employee vs. contractor). To make this determination, there are forms that must be completed, submitted, and vetted to ensure compliance with IRS independent contractor regulations. Below is a list of the required forms and the person responsible for completion.

Hiring Manager Responsibility

- Complete the “Independent Contractor Questionnaire – GTCC”.
- Complete the PSA.
- Attach the completed “Independent Contractor Questionnaire – Contractor”.
- Attach the completed W-9 or substitute W-9 (Vendor Information Form) for first time contractors.

Contractor’s Responsibility

- Complete the “Independent Contractor Questionnaire – Contractor” and return to Hiring Manager.
- If this is the first-time doing business with this contractor, complete a W-9 or substitute W-9 (Vendor Information Form) and return to Hiring Manager.
- Register with the State of North Carolina via the NC eVP (electronic vendor portal).

Contracted Services

Generally, terms of service contracts should not exceed a one-year term. However, an exception to this rule occurs where a vendor must make a significant investment in equipment to perform the service. In these cases, a contract term with an initial one-year term, with renewals up to three years may be considered.

CONTRACTS

Lease or Rental Contracts

There is no reference in the General Statutes as to the procedures to enter into lease or rental contracts. Given this lack of procedures, GTCC will pattern procedures for entering into lease or rental contracts after the same procedures for purchasing supplies, equipment, and materials. P&C approval is not required.

Lease-Purchase and Installment-Purchase Contracts

Under NCGS 115D-58.15, GTCC may elect to enter into lease-purchase and installment-purchase contracts. As with any purchase of goods, employees must follow the purchasing procedures described by GTCC, P&C or ITS. For installment purchases, it is recommended that a separate contract be sought for the financing in order to secure the best financing rate.

It is important to remember that the Board of Trustees must approve all contracts, and if the contract exceeds \$100,000 or three years, the following rules also apply:

- If the contract is for \$100,000 or less, or for three years or less, approval is not required from the State Board of Community Colleges (State Board) or county commissioners.
- If **state** funds are used and the contract exceeds \$100,000 or three years, it must be approved by the State Board.
- If **local** funds are used and the contract exceeds \$100,000 or three years, it must be approved by the county commissioners in the form of a resolution. The commissioners must also acknowledge in writing that GTCC may require appropriations from them in order for the college to meet the obligations of the contract.
- If **local** funds are used and the contract is for \$500,000 or more, and for five years or more, it must be approved by both the county commissioners and the Department of State Treasurer, Local Government Commission.
- GTCC cannot have in effect at any one time more than five state-funded contracts that are permitted under this rule.
- No contract may contain a non-substitution clause that restricts the right of the trustees to continue to provide a service or activity, or replace or provide a substitute for any property financed or purchased by the contract.
- It is recommended that each contract contain a non-appropriations clause similar to the following:
 - No deficiency judgment may be rendered against the Board of Trustees, the tax-levying authority, the State Board of Community Colleges, or the State of North Carolina in any action for breach of a contractual obligation under this contract. The taxing power of the tax-levying authority and the State is not pledged directly or indirectly to secure any monies due under this contract.
 - Contracts that must be approved by the State Board need to be submitted to the Administrative and Facility Services Section by the 15th of the month preceding the next regularly scheduled State Board meeting. To avoid delay in the award of a contract, you may submit for approval, contracts that are part of the bid package and will be used for financing.
 - Submission of these contracts in a timely manner is strongly recommended. By law, the State Board must approve these contracts before the college can execute the contract.
 - When contracts are submitted, the System Office staff will review them for conformity with the legislation and present those contracts conforming with the law to the State Board for approval. An annual report will be made to the State Board on the state-funded contracts exceeding \$100,000, or three-year terms, and the amount of state funds obligated for the next year.
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TAXES

The North Carolina terms and conditions contains the following information on taxes:

- Federal: All agencies participating in this contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the contractor will be executed and returned by the using agency.
- Other: Prices offered (in bids or quotes) are not to include any personal property taxes, nor any sales or use tax (or fees) unless required by the North Carolina Department of Revenue.

The following items are exempted from N.C. sales tax:

- Items purchased for resale
- Rental of real property

GTCC is NOT tax exempt. All other purchases of supplies and materials are subject to the current sales tax rate. Sales tax is calculated on the total cost including freight charges.

If an item is being traded in as a part of the payment, the sales tax is calculated on the original sales cost and not on the net cost.

If sales tax is not collected by a vendor, use tax will be paid to the North Carolina Department of Revenue by GTCC, from the appropriate department's budget.

SPECIAL CIRCUMSTANCES

Emergency/Pressing Need Purchases

Some instances require making a fast purchase without waiting for a requisition to make its way through the purchase order process. The State defines these types of purchases to be Emergency Purchases or Pressing Need Purchases.

- Emergency: a situation which endangers lives or property and which can be rectified only by immediate on-the-spot purchase (or rental) of equipment, supplies, materials, printing, or contractual services.
- Pressing Need: a need arising from unforeseen causes including but not limited to delay by contractors, delay in transportation, breakdown in machinery, delay or cancellation of a program or class, or unanticipated volume of work, and which can be rectified only by immediate on-the-spot purchase (or rental) of equipment, supplies, materials, printing, or contractual services.

The State allows agencies to make fast, emergency/pressing need purchases if the

following procedure is followed:

- Fast purchases have to be authorized by Purchasing. Call the Purchasing Department for a verbal, fast purchase order number BEFORE making the purchase.
- Fast purchases should receive prior approval from the department budget manager by the requisitioner.
- Fast purchases, after the purchase, still have to be channeled through the requisition process.
- Fast purchases must be documented on the face of the requisition by the requisitioner as to why this purchase was considered an emergency or pressing need purchase.
- All receipts, invoices, and packing slips must be attached to the requisition.

NOTE: Anyone making a fast purchase without prior approval from the Purchasing Department can be held personally liable for the cost of the purchase. Purchasing can refuse to process any questionable, fast request and can refuse to process for payment any questionable follow-up requisition or payment request. The State Auditor can refuse the use of state, county, and special funds for fast purchases, after-the-fact, requiring the requisitioner to “pay back” the institution.

Pre-Payment of Goods or Services

Some vendors require payment prior to the shipping of product. This is typically discouraged by GTCC but will be reviewed on a case-by-case basis by the Director of Purchasing and Contract Administration and the Controller.

Changes to Purchase Orders

Changes to purchase orders already accepted by a vendor must be requested by or made with consent of the Purchasing Department. Most vendors are willing to make reasonable changes to orders without penalty to the purchaser. However, a purchase order written to a vendor represents acceptance of an offer and is considered a binding contract. Breaking the contract in order to make changes to or cancel an order requires consent of both parties. If both parties consent to the changes, changes are made to the purchase order, and a revised purchase order is sent to the vendor.

MAINTENANCE CONTRACTS & SERVICE REPAIRS

Maintenance Contracts

Maintenance contracts are usually the most economical method of maintaining equipment, and the original manufacturer or their service agency best maintains specialized critical equipment. It is advisable to consider having this type coverage.

Parts and supplies are not generally covered by maintenance contracts. However, the cost of labor, travel and service calls can usually justify this type of contract.

Each department is responsible for reviewing and establishing maintenance contracts for items in their department, and a maintenance contract is initiated by submitting a requisition and an unsigned copy of the maintenance contract to the Purchasing Department.

Typically, a blanket PO is prepared annually for services supported by a contract. For approved contracts, Purchasing will sign the contract on behalf of the college, and a copy of the signed contract and purchase order will be forwarded to the vendor providing the maintenance. Employees should also notify Purchasing in writing if they are not satisfied with the level of service being provided by a maintenance contract for any items owned by GTCC.

Service Repairs

For any items that need repairs, please follow the guidelines listed below:

- If parts and supplies are needed to repair a piece of equipment and they are not covered by a maintenance contract, a separate requisition for parts and supplies is required at the time of the actual service request.
- If an item needs to be returned to a vendor for service, call the Purchasing Department to receive a fast, verbal purchase order number before returning any equipment covered by a maintenance contract. The PO number acts as a tracing, confirmation, and verification number for your equipment. If the item is a piece of equipment with an asset tag number (ex. 838-123456), Inventory Control staff should also be notified by the equipment steward, and an Equipment Off-Campus User or Repair form should be completed.
- Service of items should be requested directly to the manufacturer or service agency by the department requiring service.

Maintenance for Multi-Function Devices (MFDs), Printers, and Copiers

MFDs that are distributed throughout the college and maintained by the ITS Department are covered by a centralized maintenance contract that is managed by ITS. Maintenance agreements for departmental printers and copiers are handled and paid for by the department using the equipment.

DUPLICATING/PRINTING

The GTCC Duplicating Center must be consulted first for all printing needs. Print jobs that can be completed by Duplicating are to be handled by that department and no competition is required. If Duplicating cannot meet your needs, you should prepare a requisition and forward it to the Purchasing Office. Although competition is not required for purchases less than \$25,000, employees are encouraged to solicit competition due to the competitive nature of print jobs.

SPECIFICATIONS

"Specification" means any description of the physical or functional characteristics of, or the nature of, the goods or services to be procured. 01 NCAC 05A .0112. Specifications can either enhance or inhibit competition depending on how they are written. Goods and services specifications must be written to meet agency needs while maximizing competition and should not be overly restrictive or descriptive in favor of a particular Vendor's product.

Several specification categories are listed herein in the preferred order of use.

- A. Generic (Performance and Design): Buyers should analyze incoming requirements with a view towards soliciting the requirement on a generic specification basis. Generic specifications may be:
 - Performance specifications, which set forth the performance requirements
 - Design specifications, which set forth the essential characteristics of the items solicited.
- B. Brand Name or Functional Equivalent: When it is impractical to develop a generic specification, a brand name may be used to convey the intended style, type, character, and quality of the article desired. Unless otherwise provided in the solicitation document, the name of a certain brand, make, or manufacturer does not restrict bidders to the specific brand or manufacturer named.

Any offering which the state, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The solicitation should inform vendors, however, that the vendor must identify the equivalent product it intends to supply in its response.

- C. Brand Specific: A brand specific specification restricts the acceptable products to those of one or more specified manufacturers. Brand specific rationale can be used only when the requirement can be met by the exact specifications offered by a particular piece of equipment made by the manufacturer.

Use of a brand specific specification must be approved in advance based on a written justification. Approval from P&C is required if the solicitation is expected to exceed the agency's general delegation. The agency must internally approve the justification if the procurement is valued less than the agency's general delegation. The approval should be documented in the official procurement file.

Brand specific specifications may be appropriate in situations such as:

- When the desired product must be compatible with or is an integral component of the existing equipment or products, or where

prequalification of products is necessary to support specific needs of a program

- When a product is covered by a patent or copyright; when the product must yield absolute continuity of results
- When the product is one with which a user has had extensive training and experience, and the use of any other similar piece of equipment would require considerable reorientation and training

Upon solicitation, every effort must be made to obtain full competition among the resellers which carry a manufacturer's product. Protests may occur if written solicitations are ambiguous or inconsistent. Agencies should use caution when developing specifications in order to minimize the possibility of a bid protest.

SOLICITATION

GTCC must advertise bids for purchases of commodities greater than \$50,000.00. Solicitation is accomplished via posting to the State P&C website or via local advertisement methods. In addition, GTCC may advertise non-required quotes on the P&C website but must follow P&C rules. The Purchasing Department is responsible for all solicitations of quote/bid documents placed on the IPS system for the college.

PROTEST PROCEDURES

A bid protest is a process by which a vendor wishing to protest an award by the state can present for consideration their request for relief. Bid protests are governed by 01 NCAC 05B .1519. A vendor initiates a bid protest by sending a written request to protest the award to the correct receiving entity, based on the contract amount. The protest letter must be received within thirty calendar days of the award, or the protest is untimely and will not be heard.

Per 01 NCAC 05B. 1519, "Vendors" are permitted to submit a bid protest. "Vendor" is defined as "a contractor, supplier, bidder, company, independent contractor, firm, corporation, partnership, individual or other entity submitting a response to a Solicitation." 01 NCAC 05A .0112. Thus, a vendor must have submitted a response to the procurement at issue in order to submit a bid protest.

To ensure fairness to all vendors and to promote open competition, The State Division of Purchase & Contract and/or the Guilford Technical Community College shall actively follow-up and be consistent in responding to a vendor's protest concerning contract awards.

The following rules apply to contracts with an actual or estimated dollar value of less than \$50,000, awarded by Guilford Technical Community College:

1. The vendor shall submit to Guilford Technical Community College's Purchasing

Officer a written request for a protest meeting, which shall be received by Guilford Technical Community College within 30 consecutive calendar days from the date of the contract award. The vendor's letter shall contain specific reasons and any supporting documentation for the reasons, describing why they have a concern with the award.

2. Within five (5) calendar days from receipt of the protest letter, GTCC's Purchasing Officer shall submit a copy to the State Procurement Officer (SPO)
3. If the vendor's letter does not contain the information required, or if the Purchasing Officer determines that a meeting would serve no useful purpose, then the Purchasing Officer shall, within ten (10) calendar days from the date of receipt of the letter, respond in writing to the vendor and refuse the protest meeting request. Otherwise, the Purchasing Officer must notify the protesting vendor within the ten (10) day period that a protest meeting will be scheduled.
4. If the protest meeting is granted, the Purchasing Officer shall attempt to schedule the meeting within thirty (30) calendar days after receipt of the letter, or as soon as possible thereafter.
5. Within ten (10) calendar days from the date of the protest meeting, GTCC's Purchasing Officer shall respond to the vendor in writing with the decision. A copy of the decision letter shall be forwarded to the SPO.
6. Guilford Technical Community College shall notify the SPO, in writing, of any further administrative or judicial review of the contract award.

The State's Division of Purchase & Contract protest rules apply to contracts with an actual or estimated dollar value over \$50,000. When a vendor wants to protest a contract awarded by the Secretary of Administration valued at over \$50,000, or a contract awarded by an agency (excluding the universities) valued at \$50,000 or more, the SPO and the vendor shall comply with the following:

1. The vendor shall submit to the SPO a written request for a protest meeting that shall be received by P&C within thirty (30) calendar days from the date of the contract award. The vendor's letter shall contain specific reasons and any supporting documentation for the reasons, describing why they have a concern with the award.
2. If the vendor's letter does not contain the information required, or if the SPO determines that a meeting would serve no useful purpose, then the SPO may, within ten (10) calendar days from the date of receipt of the letter, respond in writing to the vendor and refuse the protest meeting request. Otherwise, the SPO must notify the protesting vendor within the ten (10) day period that a protest meeting will be scheduled.
3. If the protest meeting is granted, the SPO shall attempt to schedule the meeting within thirty (30) calendar days after receipt of the letter, or as soon as possible thereafter.
4. Within ten (10) consecutive calendar days from the date of the protest meeting, the SPO shall respond to the vendor in writing with the decision.
5. If there is any further administrative or judicial review of the contract award, the SPO shall notify the Secretary in writing.

EMPLOYEE DISPUTES

In order to avoid employee disputes after receipt of goods or services, the Purchasing Department will work closely with employees to be sure that product descriptions, specifications, etc. will meet the needs of the employee. At its discretion, Purchasing may elect to have the employee review quotes or bids received to provide input prior to the actual award of the contract.

In the event that the employee does have a dispute, the employee will notify the vendor and the Purchasing Department of the problem. The employee will make every effort to resolve the issue directly with the vendor. In the event that no resolution is reached, the employee will request the Purchasing Department to become involved. This request must include the purchase order number, the vendor name, contact name, a description of the problem, and an outline of what has taken place to date. Purchasing will then take the lead in reaching a resolution that is in the best interest of GTCC.

EQUIPMENT MANUAL

EQUIPMENT

In general, equipment includes non-consumable items that have an extended useful life. These items retain their original shape and appearance with use and do not lose their identity through the incorporation into a different or more complex unit or substance.

CAPITALIZED/NON-CAPITALIZED EQUIPMENT

Equipment with a value of at least \$5,000 is defined as capitalized equipment. All capitalized equipment is depreciated each year and is tracked for inventory purposes as required by the NC Community College System Office. Equipment with a value less than \$5,000 is defined as non-capitalized equipment and is not depreciated or required to be tracked on GTCC's inventory system by the NC Community College System Office unless the equipment is considered high risk. Additionally, the NC Community College System Office has further identified specific, non-capitalized equipment that it considers high risk. This equipment includes data processing and networking equipment, servers, computers, laptops, portable projectors, iPads, tablets, and guns. All items defined as non-capitalized, high risk must be purchased with a specific object code (555200). GTCC may also identify and include other items in the high-risk category at its discretion.

USEFUL LIVES OF EQUIPMENT

The useful life of equipment is established by the NC Community College System Office as follows:

- 75 Years: Roads, bridges, tunnels, drainage systems, water and sewer systems, dams, lighting systems (including supports & wiring)
- 50 Years: Fencing, landscaping, parking lots, other land improvements, buildings, additions, and renovations
- 25 Years: All furniture and equipment except data processing/computer equipment
- 25 Years: Instructional Vehicles
- 15 Years: Non-Instructional Vehicles
- 5 Years: Data Processing/Computer Equipment
- Software: Determined by the expected functionality of the software
- Trademarks & Patents: Based on type of intangible asset or life of related contract.

ADDITION OF EQUIPMENT

Equipment is added to Colleague through the TAP (Transfer Fixed Assets from AP) process. In this process, equipment that has been assigned an asset number, has been

received, and has been paid for is added to Colleague. Acquisition cost of each piece of equipment includes the unit price, freight, tax, installation, and incidentals that add to the value of the asset.

Each piece of equipment is tracked by fund source (state, county, institutional, federal, donations, and high-risk minor), and a reconciliation is completed each month to reconcile the fixed assets module in Colleague to the general ledger.

When adding equipment to Colleague, GTCC uses a standard naming convention that lists the type of equipment followed by a short description (ex. "Computer, Dell AIO"). In situations where a description is unknown or a unique piece of equipment is purchased, a description from the purchase order is used in lieu of the standard naming convention.

ASSET NUMBER

Each item added to GTCC's inventory receives a unique asset ID for tracking purposes. Each asset ID includes a prefix of 838 followed by a six-digit number (ex. 838-123456). Asset IDs should be clearly labeled on each piece of equipment (bar code attached or hand-written number) in most cases. Exceptions to this process are made for certain types of equipment such as equipment that is stored outdoors, automotive equipment, aviation equipment, or other cases where it is not possible to attach a bar code or write on the equipment.

SHIPPING/RECEIVING

In most cases, Shipping/Receiving staff are responsible for receiving, tagging, and transporting equipment to the location where it will be placed in service. In addition, they will provide Inventory Control staff with serial numbers, model numbers, and manufacturers for equipment once it is received. In cases where equipment is delivered to another department or in-service location, Shipping/Receiving staff will tag the equipment in its current location.

PHYSICAL INVENTORY

A physical inventory of all capitalized assets must be conducted at least once per year as required by the NC Community College System Office. An annual physical inventory is not required on non-capitalized equipment but is recommended. If an annual inventory is not conducted on non-capitalized equipment, colleges using the Ellucian inventory system are required to complete a physical inventory at least every 2 to 3 years. GTCC has elected to complete a physical inventory of all capitalized and non-capitalized equipment each year.

During the physical inventory, every piece of equipment on record has to be located and identified. It is the responsibility of every employee to maintain control of college equipment, and priority must be given to locating missing equipment. Equipment stewards are responsible for ensuring all assigned equipment can be physically located

and for completing transfer and disposal paperwork as necessary.

Any equipment that cannot be located through physical inventory will be reported as lost/stolen at the end of the fiscal year. A police report must be filed by the equipment steward, and the State Bureau of Investigation will be notified. A final listing of any missing equipment is reported to the NC Community College System Office at the end of each fiscal year.

STEWARDS

Equipment stewards are designated in writing and provided with assigned responsibilities and expectations. At the time of their initial designation, stewards are provided with a list of equipment for which they will be held accountable. This list of equipment is also available on GTCC's Portal on the Equipment Inventory page. Designations remain in effect until a steward is relieved of responsibility by their supervisor or the steward is no longer employed at the college. Stewards are expected to complete the following tasks: assist inventory control staff with conducting annual physical inventory, ensure security of all equipment, oversee the completion of equipment transfer and disposal forms, report missing equipment and file police reports, notify inventory control staff of equipment that is being used or repaired off campus, and maintaining files with all associated lifecycle paperwork. It is also recommended that equipment stewards conduct an audit of at least 25% of assigned equipment on a quarterly basis.

In the event of a reassignment of duties or discontinuation of employment at GTCC, the current steward and newly designated steward are encouraged to conduct a joint inventory of all equipment in the assigned area. In the event that a newly designated steward is not identified before the former steward leaves employment, the new steward is encouraged to complete an inventory of all equipment on their own.

AUDITS

To ensure college employees are complying with equipment procedures, random audits of college equipment may be completed at any time throughout the year. Equipment stewards must assist Inventory Control staff with equipment audits when requested. No employee shall obstruct Inventory Control staff from completing random audits. Inventory Control staff will coordinate random audits around class meetings or other college business whenever possible.

RECORDS RETENTION

The college will maintain equipment records as directed by the North Carolina Community College System in the Records Retention and Disposition Schedule (unless otherwise documented by the college).

DONATED EQUIPMENT

When any piece of equipment is donated directly to a department, the department chair is responsible for notifying the GTCC Foundation and completing a Gift Acceptance Form. Upon notification, the GTCC Foundation will send a note of appreciation on behalf of GTCC to the donor and will notify Inventory Control that donated equipment has been received.

If donations require a signature on a contract or agreement, these must be signed by the Director, Purchasing and Contract Administration, the Vice President, Business & Finance, or the President.

Donated equipment items that have a value of \$5,000 or more must be assigned an asset number and placed on inventory. All donated vehicles and aircraft, regardless of value, must be assigned an asset number and placed on inventory. Donated vehicles will be titled to the Board of Trustees of Guilford Technical Community College. The Business Office must be notified in order to complete 1098-C reporting.

Disposal, sale, or transfer (to another state agency) of donated equipment must comply with all restrictions placed on the equipment by the donor at the time of the donation. The college is not obligated to accept any gift because it is offered and cannot accept gifts that do not have a use. Equipment must be in working order or salvageable for useful parts. GTCC does not assign a monetary value to the donation for use by the donor for tax purposes. That is the responsibility of the donor. (The tax value may differ from the inventory value of the gift to the college.)

EQUIPMENT REPAIRS

New equipment is usually **under warranty** by the manufacturer for a limited period against faulty parts or workmanship. A request for repair/service for items under warranty should be referred to the supplier by the department using the equipment. Prior to any repairs, the department should also inquire about any costs to be paid by GTCC (costs will be billed to the department using the equipment) and notify the Purchasing department so that the repair can be authorized, documented, and verified. A purchase order will be issued for tracking purposes even if there is no cost for the repairs.

Requests for repair/service of equipment **out-of-warranty** should be referred to the supplier/vendor by the department using the equipment. Prior to any repairs, the department should also inquire about any costs to be paid by GTCC (costs will be billed to the department using the equipment) and notify the Purchasing department so that the repair can be authorized, documented, and verified. The Purchasing department will issue a requisition for the repair, or if time does not permit, they will issue a FAST verbal purchase order number that must accompany the equipment. This purchase order number will be used as documentation and verification of the repair requested and

can be used for tracking purposes.

For all repairs, departments are responsible for coordinating shipping of equipment to and from the vendor completing repairs. Departments should also ensure that the vendor has the correct address (including building name and room number) for return shipping and contact information for the person in the department coordinating the repairs.

A Request for Off-Campus Equipment Repair form must also be completed for each piece of equipment requiring repair at an off-campus facility. The department requesting the repair must have the form completed and approved by both the Department Head/Supervisor and Inventory Control. In the case of an emergency or pressing need, the Request for Off-Campus Equipment Repair form should be completed and forwarded to Inventory Control within three (3) working days. Upon return of the repaired equipment, Inventory Control should be notified and copies of repair orders or invoices should be forwarded to Inventory Control to file with the repair form.

Service maintenance contracts are recommended for all critical equipment.

OFF-CAMPUS USE OF EQUIPMENT

Off-campus use of equipment by any employee requires the completion of a *Request for Usage of GTCC Equipment Off-Campus* form with supervisor approval. It is the employee's responsibility to take appropriate precautions to prevent loss, theft, or damage to equipment that is taken off campus. Employees may be responsible for certain costs to repair or replace damaged or lost equipment that is due to negligence or intentional misconduct.

If any equipment is lost or stolen, it must be reported to Campus Police immediately. Theft or loss off-campus should be reported to local police as well. Employees using equipment off-campus should keep a copy of identification information (state tag, serial number, etc.) separate from the equipment. In the case of laptops that are used off-campus, ITS should also be immediately notified of any thefts.

All off-campus equipment owned and issued by the college must be made available for Inventory Control staff at any time. If any equipment is currently being used off campus when Inventory Control staff needs access to it, employees will be notified to bring the equipment in for scanning as soon as possible. Inventory Control staff will contact the employee to schedule a day and time to have the equipment brought in for scanning. If the equipment is not made available in a timely manner, future off-campus use may be revoked.

LOST/STOLEN EQUIPMENT

GTCC has the responsibility to provide accountability for all equipment in its custody.

Internal control measures have been implemented to keep equipment losses to a minimum. If a loss should occur, Campus Police, the equipment steward, and Inventory Control staff should be notified immediately. A police report must also be completed with the following information: state tag number, serial number, model number, description, and cost. If this information is unknown, it can be provided by Inventory Control staff. The equipment stewards and other college employees who use the lost/stolen equipment must assist Campus Police and Inventory Control staff with any subsequent requests for information regarding the equipment.

RECOVERED ASSETS

Recovered assets are assets that were previously reported lost/stolen but have since been relocated. In most cases, recovered assets should be assigned a new asset number when found and added back to inventory. In cases where the asset no longer has a value or no longer has a useful life, the asset may be sold at auction or recycled without being added back to inventory.

Shipping/Receiving staff should be notified when an asset has been recovered so the asset can be re-tagged if needed.

MOVEMENT OF EQUIPMENT (EQUIPMENT TRANSFERS)

Whenever equipment is moved or transferred from one location to another, an *Equipment Transfer* form must be completed and submitted to Inventory Control staff documenting the movement of that asset. Equipment stewards are responsible for ensuring this paperwork is received by Inventory Control staff.

Equipment Transfer forms must be completed with the following information:

- State tag number (838 number)
- Serial number (if available)
- Item description
- Current location (Department, Building, Room Number)
- Transfer to location (Department, Building, Room Number)
- Name of recipient
- Current Steward, signature and date
- New Steward, signature and date
- Mover, signature and date

Equipment stewards should keep records of all equipment transfers in and out of their areas and must be able to provide documentation of equipment transfers during the equipment audit process each year. If equipment is transferred to a new area but an *Equipment Transfer* form is never completed, the original steward is still considered the steward of record for the equipment. This includes any equipment that ITS may pick up for repair or exchange.

MAINTENANCE & SERVICE REQUESTS

Maintenance

When college employees need the assistance of maintenance staff to move equipment on campus, they should submit requests through School Dude. Transfer forms must also be completed for the movement of equipment on all campuses. Refer to **Movement of equipment (equipment transfers)** for more information.

Service desk tickets (ITS)

When college employees need the assistance of ITS staff to move equipment on campus, they should submit an ITS Service Desk ticket. Transfer forms must also be completed for the movement of equipment on all campuses. Refer to **Movement of equipment (equipment transfers)** for more information.

SURPLUS PROPERTY

If a college employee determines that a piece of equipment has exceeded its useful life, a request may be made to remove this equipment from their area.

For computer or networking equipment, these requests should be directed to the ITS department through a Service Desk ticket. For all other items (furniture, instructional equipment, large items, etc.), these requests should be directed to Facilities through a School Dude request. No surplus equipment should ever be thrown away. Equipment transfer forms must be completed for all equipment being removed from service. See **Movement of equipment (equipment transfers)** for more information.

Once equipment has been removed from its original service area, the equipment may be redeployed in another area based on college need. If there is no additional need, the equipment will be offered to other state agencies, sold through public auction, recycled, or destroyed. No surplus equipment can be kept for personal use by college employees.

All sensitive data must be removed from surplus equipment before it can be removed from inventory. ITS staff are responsible for ensuring all sensitive data has been removed from surplus computer and networking equipment. College employees are responsible for cleaning all files, papers, etc. from any cabinet or piece of furniture.

Disposal of Surplus Property

GTCC disposes of obsolete surplus property in accordance with the North Carolina Community College System Purchasing and Equipment Procedures Manual and G.S. 160A Sale and Distribution of Property. Authorized methods of disposal include:

1. When disposing of serviceable equipment that can be used by other colleges, notice should be circulated to the other community colleges via email. Equipment may be offered at no cost or minimum bids can be requested. If no college requests the surplus equipment, the college may sell or donate equipment to public schools, other governmental agencies, or non-profit organizations.
2. With prior approval, GTCC may sell equipment that is not donated or sold to other agencies via public auction.
 - a. Prior to holding an auction, the GTCC Board of Trustees must adopt a resolution authorizing GTCC to dispose of college property via public auction.
 - b. Once an auction is scheduled, notice of the auction must be published at least once and no less than 10 days prior to the auction.
 - c. All sales at public auctions are final and all items are sold “as is, where is.”
 - d. Items purchased at auction must be removed from GTCC premises on the date of purchase or at a time designated by the college. Items not sold at auction will be held for potential sale at a future auction or disposed of using an authorized disposal method.
 - e. GTCC employees who serve as an equipment steward or make decisions about what equipment should be sent to surplus cannot bid on auction items from their respective area(s).
3. GTCC may dispose of property valued at less than \$30,000 via private sale. To initiate this process, the Board of Trustees must adopt a resolution or order authorizing the college president or chief fiscal officer to dispose of the property by private sale at a negotiated price. Once approved, a notice summarizing the contents of the resolution or order shall be published, and no sale should be consummated until 10 days after publication.
4. Obsolete technology equipment (computers, servers, etc.) that can be used in the course of instruction may be wiped clean, cannibalized in the college’s inventory records, and transferred to the appropriate program. Because this equipment is no longer in service, it is no longer tracked for inventory purposes.
5. Other equipment that is no longer serviceable, has no continuing value as equipment, or is more valuable as scrap may be cannibalized and recycled, if applicable, using the appropriate state contract. Every effort should be made not to throw away any usable item or any item that could be reasonably repaired.

Employees of GTCC are prohibited from the personal use of any college property or its distribution even after such property has been declared as surplus.

Claiming Surplus Property

Many NC community colleges will notify other community colleges when they have surplus property available. The Inventory Control Specialist will notify potentially interested departments when we are notified that surplus property is available from another community college.

GTCC also keeps a limited supply of lightly used, good quality surplus furniture on hand. End users should contact the Facilities Department to determine if any furniture is on-hand and available.

DISPOSALS

Equipment Disposal forms must be completed to request official removal of surplus equipment from GTCC's inventory.

A *Request to Dispose of Capital Assets* form must be completed when removing equipment from active inventory. The Vice President, Business & Finance must approve and sign the form prior to disposing of capital assets in Colleague. The *Request to Dispose of Capital Assets* form will be completed by Inventory Control staff.

RECYCLABLES

There are times when state equipment has value as a recyclable only. This option is only intended for situations when equipment has no useful value for its intended function and disposal by recycling is warranted. Inventory Control staff must be notified before any equipment may be recycled.

GTCC must comply with recycling guidelines outlined by the N.C. Department of Administration – State Surplus Property Agency (State Surplus Property Agency). This includes an approved list of vendors that may be used to recycle specific items. No employee is authorized to recycle any equipment without the consent of Inventory Control staff.

CANNIBALIZED EQUIPMENT

Equipment may be recommended to be cannibalized if it has become obsolete or if it incurs excessive repair costs but still has serviceable component parts that can be used to repair, modify, or construct other pieces of equipment or be used for instruction. No equipment should be cannibalized before Inventory Control staff have approved the cannibalization of the item. Any piece of equipment that is cannibalized must have its asset tag number removed or destroyed once it has been removed from inventory. A *Request to Dispose of Capital Assets* form must be completed to initiate the removal of items from the inventory. Refer to **Disposals** section for more information.

TRANSFERRING EQUIPMENT TO OTHER AGENCIES

Before disposing of serviceable state-owned equipment that can be used by other colleges, notice should be sent out via email to the other community colleges offering the equipment. Minimum bids can be requested for equipment that is circulated through the system.

If no college requests the equipment, GTCC may then sell or donate the equipment to public schools or other governmental agencies. There are no provisions to donate items to non-profit organizations. Equipment must be sold at a fair market value to non-profit organizations. The Surplus Property Agency may be able to help with the determination of fair market value.

Serviceable excess equipment not disposed of through one of the above processes may be sold through a GTCC Surplus Auction. See **Auctions** section for more information.

OFF-SITE LOCATIONS

In certain situations, GTCC provides equipment to various offsite locations throughout Guilford County to be used for instructional purposes. GTCC retains ownership of all equipment at offsite locations but does not provide technical support for this equipment. Equipment at offsite locations must be made available to Inventory Control staff when requested and must be returned to GTCC if or when requested. The equipment also must be kept in a secured location.

If equipment is no longer needed at an offsite location, the equipment should be returned to GTCC so it can be redeployed or disposed of as applicable.

Transfer paperwork should be completed by the GTCC equipment steward to document that the equipment has been returned from the offsite location. See **Movement of equipment (equipment transfers)** for more information.

TRADE-INS

Trade-in of used property purchased with state funds does not require prior approval by the State Surplus Property Agency. If GTCC solicits competition for the purchase of a new item with a trade-in, the solicitation showing the allowance offered should be directed to State Surplus Property Agency.

If a trade-in is approved, the inventory number(s) of items traded-in and the trade-in allowance must be documented during the procurement process for the new or replacement item. A *Request to Dispose of Capital Assets* form must be initiated to remove items from the inventory. Refer to **Disposals** section for more information.

VEHICLES

No license plates will be obtained for instructional vehicles owned by GTCC and used for demonstrational purposes only. License plates will only be obtained for vehicles that must be driven on public roads, and these vehicles will be owned, tagged, and insured by the N.C. State Board of Community Colleges (yellow and black permanent tags). These vehicles may only be driven as required for instructional purposes. Instructional vehicles are purchased with state funds and must be stored on GTCC property. Vehicles that will be used by GTCC's fleet or other administrative areas must be purchased from county funds and titled to the Board of Trustees of Guilford Technical Community College (orange and black permanent tags). Use of fleet vehicles by GTCC employees may be requested by completing a School Dude request.

When accepting vehicles for donation, the vehicle's title must be notarized with mileage documented and damage disclosure noted. The title must have all required signatures and correct names listed, and the person donating the vehicle must be the current owner. The title must be made out to The Board of Trustees of Guilford Technical Community College. The college will not incur additional costs for incorrect titles.

All vehicles owned by GTCC or the N.C. State Board of Community Colleges will be placed on inventory. In some situations, vehicles loaned to the college for instructional use will also be placed on inventory (at a cost of \$0). All college vehicles (owned and loaned) will be scanned by Inventory Control staff during the yearly equipment audit.

When the college determines a vehicle no longer has instructional value, Inventory Control staff must be notified so they can request approval to dispose of the vehicle from the State Surplus Property Agency.

LAPTOP CARTS

Laptop computers that are kept in laptop carts and designated for classroom use may not be removed from the laptop carts and used for other purposes. After classroom instruction has been completed, all laptop computers must be returned to their assigned laptop carts, the instructor should account for all computers, and the cart should then be locked in a secure area. Combinations or keys for laptop cart locks should not be stored in the same secure area as the laptop cart but must also remain secured. During the annual physical inventory, equipment stewards must be able to provide Inventory Control staff with the combination or key for each laptop cart in their possession.

AIRCRAFT

All aircraft owned by the college are to be used for instructional purposes only and may not be flown. Inventory Control staff will confirm the aircraft has been decommissioned with the Federal Aviation Authority upon acquisition. When the college determines an

aircraft no longer has instructional value, Inventory Control staff must be notified so they can request approval to dispose of the aircraft from the State Surplus Property Agency.

APPENDIX A: PURCHASING DEFINITIONS

ABNORMAL QUANTITY: The quantity of a particular product that falls outside the scope of a NC State Term Contract. Purchases at or above the abnormal quantity require approval by the NC Division of Purchase and Contract or Statewide IT Procurement Office.

AGENT: A person who, by expressed or implied agreement, is authorized to act for the institution in business dealings with a third party.

AGREEMENT: (“meeting of the minds”) resulting from an offer and an acceptance.

BEST AND FINAL OFFER (BAFO): BAFO is a formal document that is used to finalize negotiations with a vendor.

BUYER: Authorized agent of the institution to buy, purchase or enter into contract with a supplier.

BRAND SPECIFIC: An item made by only one manufacturer that will meet the needs of the department. Brand specific items may be sold through more than one supplier.

COLLABORATIVE REQUISITIONING (Formerly eQuote): An informal solicitation method for seeking competition. This process is facilitated by the Purchasing Department via the North Carolina e-Procurement (e-Pro) System, typically for purchases between \$25,000 and \$50,000.

COMMODITIES: Any like group of equipment, materials, or supplies.

COMPETITION: The fair and open solicitation of offers from more than one source; the receipt of offers from more than one qualified source.

CONTRACT: A mutually binding legal relationship or any modification thereof, obligating the vendor to furnish equipment, materials or services and obligating the buyer to accept and pay for the products and services provided.

CONTRACT ADMINISTRATOR (CA): The GTCC employee who is responsible for monitoring and approving the work performed by a contractor. The CA is the primary point of contact for the contractor during execution of the contract. Responsibilities of the CA include but are not limited to monitoring performance, ensuring discrepancies are corrected, reviewing and approving invoices, documenting performance problems, and submitting vendor complaint forms to the Purchasing Department.

EMERGENCY PURCHASE: A situation which endangers lives or property and which can be rectified only by immediate on-the-spot purchase (or rental) of equipment, supplies, materials, printing, or contractual services.

FREIGHT ON BOARD (FOB): FOB determines how freight charges will be paid. NC

state law requires that state agencies and institutions use “FOB Destination”. Freight charges will be paid by vendor to GTCC’s Jamestown location or other location as specified on the purchase order.

INVITATION FOR BID (IFB): An IFB is a formal solicitation document typically used when soliciting competition and obtaining offers for *commodities* estimated to cost over \$10,000 for NCDIT purchases and over \$50,000 for P&C purchases. Supplier proposals may be evaluated using a variety of factors including but not limited to price, background and experience, ability to meet technical specifications, delivery schedule, and financial stability.

LEASE: A contract conveying use of a commodity for a designated period of time in return for established periodic payments.

LEASE-PURCHASE: (Conditional Sales Contract) A contract in which the established periodic payments are applied to fulfill the payment obligations for ownership of the commodity.

NEGOTIATION: The act of making a purchase, lease, lease-purchase, or rental agreement, by an authorized agent of the institution under the following conditions:

- When all offers have been rejected,
- When the use of the standard solicitation document is not appropriate,
- Where there is a sole source purchase,
- When an emergency or pressing need arises.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM (NCCCS): The NCCCS establishes uniform policies and procedures, monitors performance, and provides academic and administrative support for North Carolina’s fifty-eight (58) community colleges.

OFFER: The term may refer to a proposal, quote, or bid submitted in response to an Invitation for Bid (IFB), Request for Proposal (RFP), Request for Quote (RFQ), e-Quote, or Negotiation.

OPEN MARKET CONTRACT: A contract for the purchase of a commodity or contractual service not covered by a term contract.

PRESSING NEED PURCHASE: A need arising from unforeseen causes including, but not limited to, delay by contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work, and which can be rectified only by immediate on-the-spot purchase (or rental) of equipment, supplies, materials, printing, or contractual services.

PURCHASE: The act of acquiring a needed item or service by an authorized agent of the institution. The acceptance of an offer to sell, lease, lease-purchase, or rent. An item or contractual service acquired as a result of a valid agreement between an authorized

agent of the institution and a seller.

RENTAL: A contract for the right to use a commodity for a period of time, usually with payments made at intervals over the period of use, and normally providing for short notice of cancellation.

REQUEST FOR INFORMATION (RFI): An RFI is typically used when you want to obtain more information from suppliers regarding a particular product or service before soliciting formal proposal, bids, or quotes.

REQUEST FOR PROPOSALS (RFP): An RFP is a formal solicitation document typically used when soliciting competition for complex services estimated to cost over \$10,000 for NCDIT purchases and over \$50,000 for P&C purchases.

. Supplier proposals may be evaluated using a variety of factors including but not limited to price, background and experience, ability to meet technical specifications, and financial stability.

REQUEST FOR QUOTE (RFQ): An RFQ is a formal solicitation document typically used for products *and/or* less complex services. An RFQ may also be used for approved sole source purchases when evaluation factors are not compared between suppliers.

SOLE SOURCE: When an item or service is available from only one source. Sole source is NOT the same as brand specific. See *brand specific* for a definition.

SPECIFICATIONS: Detailed technical and/or performance criteria that outlines the minimum acceptable standards for a particular product and/or service. While specifications are more commonly used for products, they may be used for services such as web-hosted software.

STATEMENT OF WORK / SCOPE OF WORK (SOW): A Statement of Work outlines and defines all of the key performance outcomes expected from the supplier. A Statement of Work may contain specifications and a Scope of Work. A Scope of Work defines the depth and breadth of the project (e.g., the “who, what, when, where, how, and why” for a particular project).

STATE TERM CONTRACT: Pre-negotiated contracts awarded by product/service type to single or multiple vendors by the Division of Purchase & Contract (P&C) or Statewide IT Procurement (SITP) Office for various products and services most commonly and frequently used by NC agencies. Examples include office supplies, cleaning supplies, appliances, vehicles, furniture, and maintenance, repair & operations (MRO) equipment & supplies.

STATEWIDE UNIFORM CERTIFICATION (SWUC): Certification provided by the North Carolina Office for Historically Underutilized Business (HUB) for vendors who meet strict ownership and operating parameters.

TERM CONTRACT: A contract generally intended to cover all normal requirements for the commodity or contractual service, for a specified period of time, based on estimated quantities only. This type of contract is sometimes referred to as a “requirements contract” or “indefinite delivery, indefinite quantity (IDIQ) contract.”

APPENDIX B: ACRONYMS AND ABBREVIATIONS

ARO	After receipt of order
BAFO	Best and Final Offer
BOM	Bill of Material
CBD	Cash Before Delivery
EOQ	Economic Order Quantity
HUB	Historically Underutilized Business – A minority, woman, disabled, or disadvantaged owned business.
ICQ	Independent Contractor Questionnaire
IFB	Invitation for Bid
IT	Information Technology
ITS	Office of Information Technology Services
MWBE	A minority or woman owned business enterprise.
NCAC	North Carolina Administrative Code
NCCCS	North Carolina Community College System Office
NCGS	North Carolina General Statute
P&C	Division of Purchase and Contract (NC Department of Administration)
PSA	Professional Services Agreement
QPL	Qualified Products List
RFI	Request for Information
RFP	Request for Proposal
RFQ	Request for Quote
SITP	Statewide IT Procurement Office
SOW	Statement of Work/Scope of Work

SPO	State Purchasing Officer
STC	State Term Contract
U/M	Unit of Measure

APPENDIX C: RESOURCES

NC Division of Purchase & Contract: <http://www.doa.state.nc.us/PandC/>

NC Statewide IT Procurement Office: <https://it.nc.gov/resources/statewide-it-procurement-office>

NC Community College System Office: <https://www.nccommunitycolleges.edu/>

NC Office for Historically Underutilized Businesses:
<https://ncadmin.nc.gov/businesses/hub>

NC E-Procurement System: <http://eprocurement.nc.gov/>

NC Interactive Purchasing System (IPS): <https://www.ips.state.nc.us/IPS/Default.aspx>