
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

V. PROCUREMENT LEAD TIME

Lead times for Procurement to process requisitions will vary based on several factors, including time required to obtain any additional essential information and to the complexity of the product or service. Lead time begins after a requisition is both successfully submitted with necessary documents, and all on-line approvals are completed. If funds must be encumbered, delivery completed, and invoice paid by a specific date to meet the terms of a grant or for any other reason, this must be stated in the requisition header comment section.

Requirement Type:

Requisitions received with required quotes
Request for Quotes
Invitation for Bids (ITB)

Processing Lead Time:

1-2 Business Days
5-15 Business Days
45.679s79 Tm

- 2. Compliance with existing equipment when there is an approved standardization plan;
- 3. Compliance with required delivery schedule needs;
- 4. Examination/comparison of samples;
- 5. Experience of the firm;
- 6. Guarantees, availability of spare parts, after-sales services and training;
- 7. Warranty and payment terms; and
- 8. Past and promised performance of the supplier

d. **Tie Bids (informal quotes):** Tie bids are defined as two or more bids which are equal with respect to price, quality and service. In the event of a tie bid from two or more suppliers, after taking into consideration non-price factors, the following additional factors are considered:

- 1. Local (Central Florida) suppliers receive preference over other suppliers;
- 2. If none are (1), then, Florida suppliers receive preference

2. If

s u p p l i e r s

pr2.1(r)T065 0 Td()Tj-0.011 Tc.7(r)6

when the purposes and uses for which the commodity, group of commodities, or contractual service being sought can be specifically defined and the College is capable of identifying necessary deliverables. The intent of an RFP is to allow the selection of the most qualified supplier at the best price for the specified project. RFPs for services typically involve consideration of other factors in addition to a price quote, such as, a company's history, capabilities, and financial capacity. Various combinations or versions of commodities or contractual services may be proposed by a responsive supplier to meet the specifications of the solicitation document. An Evaluation Committee evaluates all of the qualifications. Evaluation criteria and points will be allotted for each factor based on ~~on the~~ ~~(e)~~-5.20 Tc 0 Tw 2.5 186(t)

VIII. PURCHASES EXEMPT FROM BIDDING REQUIREMENTS

As estab.9(P)3.3(T)T0 T2p

Procurement Department for processing. The President or designee is hereby authorized to approve changes to Purchase Orders which do not exceed the Category IV threshold amount. Change Orders of \$20,000 or more require approval by the President. Changes to the Purchase Order may be required when:

1. There are required changes in quantities or specifications;
2. The Procurement Department corrects any misinterpretations or clerical errors;
3. The supplier has submitted notification of change prior to shipment; or
4. Extension of service is required (i.e. rental, temporary help, etc.)

g. **Cancellation of Purchase Orders:** If a department wishes to cancel a Purchase Order once it has been issued, the Procurement Office requires the department to document prior notice with the supplier with respect to the cancellation.

h. **Purchasing Card:** A Purchasing Card (P-Card) is a College charge card that allows goods and ueaauiou.a0 TD3io9()Tj[e]ou3Tj0.001 Tc -0.0031(59)Tj/T0.924 0 Td6(r)1(e)-637.554 -1.163 Tdu0 Td