MISSION STATEMENT

The PCC Purchasing Department represents the college in the purchase of all goods and services at the most favorable prices, terms, and conditions to support the needs of our faculty, staff and students. To establish and maintain a professional and productive relationship with businesses and to insure the college compliance of regulations set forth by State government, as related to purchasing. To maintain the highest level of ethics while procuring goods and services with public funds that have been entrusted to the college while always keeping the interest of the college mission first.

The purpose of this manual is to provide PCC employees with the proper policies and procedures necessary for the procurement of all goods and services. Although our best effort has been made to explain these policies and procedures in detail, should you need to call for further clarification, we encourage you to do so.
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DEFINITIONS

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

AGENCY SPECIFIC TERM CONTRACT: A term contract for use by a specific agency. Depending on the dollar value of the contract, it may be handled by P&C or the agency.

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

BEST VALUE PROCUREMENT: The terminology used in G.S. 143-135.9 to identify the method required for purchasing information technology commodities and services.

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

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.

CONSULTANT SERVICE: Work or task performed by State employees or independent contractors possessing specialized knowledge, experience, expertise and professional qualifications to investigate assigned problems or projects and to provide counsel, review, analysis or advice in formulating or implementing improvements in programs or services. This includes, but is not limited to, the organization, planning, directing, control, evaluation and operation of a program, agency, or department.

CONTRACTUAL SERVICE: When an independent contractor performs services requiring specialized knowledge, experience, expertise or similar capabilities for a State agency for compensation from agency funds. The services may include (by way of illustration, not limitation) services such as, maintenance of buildings or equipment, auditing, film production, employee training and food service, provided that the service is not primarily for review, analysis or advice in formulating or implementing improvements in programs or services (in which case rules relating to Consultant Contracts shall be applicable).

DELEGATIONS:
  - General Delegation: The authority granted by the SPO for an agency to handle purchases made under a certain dollar amount, in accordance with the guidelines in this manual.
  - Special Delegation: The authority granted by the SPO for an agency to handle a specific or special purchase, where it would serve no practical purpose for the purchase to be handled by P&C.

EMERGENCY: A situation which endangers lives, property, or the continuation of a vital program and which can be rectified only by immediate on-the-spot purchase (or rental) of equipment, supplies, materials, printing, or contractual services.
EQUIPMENT: An item that represents an investment of money that can be capitalized. The “stand-alone” item retains its original shape and appearance with use and does not lose its identity through the incorporation into a different or more complex unit or substance.

The State categorizes a piece of equipment as being one single item totaling over $1000 per item, all in-cost, which includes purchased price, shipping, installation and applicable tax.

PCC separates equipment into 2 categories:
1. Capitalized Asset = over $5000 for each individual item
2. Non-Capitalized Asset = under $5000 for each individual item

FORMAL PROJECT: Any project (construction) requiring the estimated expenditure of $500,000 or more for construction contracts, design fee, and construction contingency, regardless of the source of funds.

HUB (Historically Underutilized Business): Any one of the following: a minority-owned business, a female-owned business, a disabled owned business, a disabled business enterprise, a non-profit workshop for the blind or severely disabled.

INFORMAL PROJECT: Any project (construction), where the authorized funding or the total project cost is realistically estimated at less than $500,000 for construction contracts, design fee, and construction contingency, regardless of the source of funds.

INFORMATION TECHNOLOGY (IT): Electronic data processing goods and services and telecommunications goods and services, microprocessors, software, information processing, office systems, any services related to the foregoing, and consulting or other services for design or redesign of information technology supporting business processes.

INSTALLMENT PURCHASE: A contract in which the agency's established periodic payments are applied to fulfill the payment obligations for ownership of the commodity. Used when ownership of commodity at time of possession is intended.

INVITATION FOR BID (IFB): The formal advertised written solicitation document used for seeking competition and obtaining offers within the price range of $10,000 to $25,000.


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,
- When an emergency or pressing need arises.

OFFER: The term may refer to a proposal, quote, or bid submitted in response to a Request for Proposal, Request for Quotation, Invitation for Bid, or Negotiation.

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

PRESSING NEED: 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. 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 PROPOSALS: An informational written procurement document used for seeking competition and obtaining offers for services.

REQUEST FOR QUOTE: An informal written procurement document used for seeking offers within the price range of $5,000 to $10,000.

SMALL PURCHASE: The purchase of commodities, services or printing, not covered by a term contract, involving an expenditure of public funds of five thousand dollars ($5,000) or less.

SOLE SOURCE: 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 do not constitute sole source.

SOLICITATION DOCUMENT: A written Request for Quotation, Request for Proposals, or an Invitation for Bids.

STATEWIDE TERM CONTRACT: A term contract handled by the Division of Purchase and Contract for all agencies and institutions of the state, unless exempted by statute, rule, or special terms and conditions specific to the contract.
PURCHASING DEPARTMENT
PITT COMMUNITY COLLEGE PURCHASING

Pitt Community College’s purchasing program is based on sound competitive purchasing procedures. The importance of seeking competition exists at all levels of expenditure. Fostering competition is an attitude more than a procedure. It is reflected in the way specifications are written, in searching for new sources of supply, in attempting to make procurement documents simple and inviting, and in everyday courteousness shown to prospective suppliers and contractors. Where competition is not sought, or obtained, the reason must be valid and documented.

All purchasing for Pitt Community College (except for the bookstore and library) is centralized and processed through the Purchasing Department. The purchasing function is overseen by the Chief Financial Officer within the Financial Services Division.

The Purchasing Department operates under the supervision of the Director of Purchasing. The Purchasing Technicians assist the Director of Purchasing. If you have any questions regarding purchasing, please call Extension 7279. The Purchasing Department is located in the Facility Services Complex (FCS). The website for Purchasing is http://www.pittcc.edu/experience-pcc/administrative-departments/purchasing/.

Pitt Community College, through the NC Community College System and the NC Division of Purchase and Contract, is charged with jurisdiction and control over the specifications to purchase or contract for equipment, materials, supplies and services under the NC General Statutes.

Price is not the only consideration in 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, etc.

Pitt Community College departments may not use Pitt Community College, PCC Foundation or funds of any source to purchase retail gift cards/debit cards to distribute to full or part time employees.

IRS regulations consider gift cards/debit cards to be a cash equivalent with a requirement to be added to an employee's W-2 earnings as taxable income. Due to the expense and complexities involved with tracking and monitoring any additions to an employee's W-2, PCC does not allow the purchase and distribution of retail gift cards/debit cards to full or part time employees.

Price is only one factor considered in seeking competition.
ETHICS

All public purchasing personnel shall be entirely cognizant of the necessity of ethical behavior.

Everyone¹ 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 gain². 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 suppliers which might influence, or appear to influence purchasing decisions.

5. Do not discuss with suppliers: 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.

Ethical practices are a major concern in the realm of public purchasing. While laws and rules mesh to provide a mechanism for public purchasing, only people can make it work. Impediments to the process must be detected early and safeguards provided at all levels.

¹ “Everyone” involved in the purchasing process applies to every person who engages with a supplier at any level, for any reason. This includes, but is not limited to: requests for products information, inquiries into pricing, design, repairs, replacements, quote information or generating a requisition for purchase.

² “Private advantage or gain” refers to using the association of the State or PCC to receive products, favors, services, or discounts for personal use.
CODE OF ETHICS

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.

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3 National Association of Educational Procurement
INTEGRITY

Fairness and impartiality in all phases of the process is an essential ingredient in public purchasing. Integrity is manifested 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. The purchasing process cannot be both effective and self-serving; the two are incompatible. 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

Any Pitt Community College contract for the purchase or lease of any commodities, printing or services, contrary to statutes or rules, such contract/purchase shall be void and of no effect.

In addition, anyone making such illegal purchases is personally liable for the costs incurred.

CLASSIFICATION OF PURCHASES

Purchases made on behalf of the College are categorized as:

1. Purchases from Internal Vendors
2. Purchases from External Vendors

Before submitting requisitions to the Purchasing Department, make certain that you have sufficient funds in the line item against which you are charging the expenditure. If there are insufficient funds, a **Budget Revision Request** must be submitted to the Staff Accountant in the Chief Financial Officer’s Office prior to processing the purchase request.

PURCHASES FROM INTERNAL VENDORS

The College maintains a College Store and a Print Shop. Purchases from these departments are accomplished by the following procedures:

**PRINT SHOP**

Purchases of printing services are accomplished by submitting a "Request for Printing" to the Print Shop. All charges generated through Print Shop services are charged to the "Print Shop" line item of the requesting department's budget.

Copiers are available for employees' use in most campus buildings. Each department is assigned a touch key for copier usage. Each touch key is programmed with a designated amount of funds. When touch key funding has been expended, the key must be taken back to the Print Shop for programming of additional funding. When this programming is complete, the Print Shop bills the charges against the “key counter” line item of the appropriate departmental budget. This process takes place between the Print Shop, Purchasing, and Accounts Payable, internally. For additional information, please check with Print Shop personnel.
COLLEGE STORE

Faculty members and administrative staff may purchase office supplies from the College Store during regular working hours. Items being purchased are scanned and the employee is asked to sign a register “charge” receipt. College Store charges are posted against the “College Store” budget line item. Check with College Store personnel for specific procedures.

PURCHASES FROM EXTERNAL VENDORS

A requisition must be submitted to, and approved by the PCC Purchasing Department prior to any goods (supplies, equipment, printing, etc.), or services being charged to the College. This also includes anything that is ordered on an approval basis. When requesting items on approval, be sure to specify on the requisition that it is being ordered “On Approval”. If the item is not kept, notify Purchasing by e-mail, so the order can be cancelled and the funds returned to your departmental budget.

Excluding the P-Card, it is illegal to charge items to the College without prior authorization from the PCC Purchasing Department. Anyone doing so must be personally financially responsible for those items purchased. All our vendors have been notified not to accept an order without proper authorization from the PCC Purchasing Department.

Employees should not purchase items with their own personal funds expecting to be reimbursed by the College. The PCC Purchasing Department has established special procedures for emergency/rush requests that the employee feels need special handling. Check with the PCC Purchasing Department personnel when the need arises. (See section in this manual entitled, “PROCEDURES FOR EMERGENCY AND RUSH ORDERS”).

Once the employee has requested permission to purchase an item from his or her department head, and based on the availability of departmental funds, the department head approves the request. The employee should then select the appropriate procurement method as listed below:

E-PROCUREMENT REQUISITIONS SHOULD BE CREATED:

- When orders require quotes and/or bids (exceeding $5,000), ordering furniture, and all capitalized assets (exceeding $5,000). The stated amounts are to include tax and shipping.
- When the vendor doesn’t accept the Visa Purchasing Card
- When any single item or transaction amount exceeds the cardholders’ single transaction limit of $2,500. Purchases may not be split into multiple transactions in an attempt to process amounts exceeding this limit.
- When renewing memberships

VISA PURCHASING CARD SHOULD BE USED:

- Please refer to the following link for details
  http://www.pittcc.edu/experience-pcc/administrative-departments/purchasing/P-Card.pdf
DATATEL REQUISITION SHOULD BE CREATED:

- For Reimbursement to an Employee (must have received prior approval from the Purchasing Department before making the purchase), Daycare or for Contractual Services
  
  **Note:** Send copy of receipt to Purchasing, if employee reimbursement

- For “Pay With Order”
  
  **Note:** If the vendor is not in E-P and is needed for the purpose of paying Membership Dues

A requisition must be submitted to and approved by Purchasing before any supplies; equipment, printing, or other services are charged to the College (APPENDIX A). This includes anything that is ordered on an approval basis.

***Be aware that it is illegal to charge items to the College without prior authorization from the Purchasing Office. Anyone doing so is personally financially responsible for those items purchased. All our vendors have been notified not to accept an order without proper authorization from the Purchasing Office.

Employees also should not purchase items with their own funds expecting to be reimbursed by the College. The Purchasing Office has established special procedures for emergency/rush requests that the employee feels need special handling. Check with Purchasing Office personnel when the need arises. (See section in this manual entitled, “PROCEDURES FOR EMERGENCY AND RUSH ORDERS”).

Please be aware also that if there is a State Contract for an item, it must be ordered from the State Contract vendor.

When a properly submitted requisition has been received by the Purchasing Department, the order will be processed as quickly as possible. Routine orders are usually processed within two working days. If the Department Copy of a Purchase Order has not been received by the initiator within five working days, and you have ascertained that all approvals have been appropriately entered, please contact Purchasing.

Purchase Orders are not faxed to vendors by the PCC Purchasing Department. When an E-Procurement requisition is completed by the initiator, the Purchasing Department processes the requisition. A purchase order is created through Colleague via E-Procurement. E-Procurement will transmit (fax or email) the PO to the vendor by whichever means the vendor designated when they registered with the NC E-Procurement system.
The following items may **NOT** to be charged to State funds:

- Greeting cards or postage to mail them
- Membership dues for individuals
- Refreshments, (coffee, cream, sugar, stirrers, cups, bottled water, coffee service, mints (candy), donuts, drinks, etc.)
- Seasonal decorations
- Pictures or wall hangings for the office
- Other room or office decorations, plants/flowers (real or artificial), lamps
- Personal appliances - radios - televisions - coffee makers - microwave
- Alcoholic Beverages
- Anything related to Athletics
DELEGATIONS

AND

PROTEST PROCEDURES
DELEGATIONS
Dollar Level of Authorization for Goods and Services
PCC current delegation amount is $50,000
****No Exceptions due to fund Source****

$50,000 and greater: (Non IT, Non State Contract items) purchases must be referred to the Division of Purchase and Contract (Non IT) for an Invitation for Bid or requests for waiver by the PCC Purchasing Department.

$25,000 and greater: (IT products and service) purchases must be referred to the Statewide IT Procurement Office for an Invitation for Bid or requests for waiver by the PCC Purchasing Department.

$10,000-$49,999: (Non IT, Non State Contract items) purchases require written solicitation of competition. These written solicitations, or Invitation for Bids (IFB), must be generated by the PCC Purchasing Department and posted on IPS for solicitations.

$5,000-$9,999: (Non IT and IT, Non State Contract items) purchases require written solicitation of competition. These written solicitations, or Requests for Quotations (RFQ), must be generated by PCC Purchasing Department and submitted to the appropriate vendors.

$4,999 or less: No quotes required, however, users should document pricing/quotes.

NON IT PURCHASES $50,000 AND GREATER (INCLUDING SHIPPING AND SET UP, BUT EXCLUDING TAX)

These purchases must be referred to the Division of Purchase and Contract (P&C), Non-IT Related Items for an Invitation for Bid or request for waiver of competition generated by PCC Purchase Department. P&C is authorized by Administrative Rule to inquire into the need for, and the level of quality of the items and services requested.

1. IFB, Invitation for Bid

- When the Division of Purchase and Contract receives the purchase requirements, specifications are reviewed for completeness and accuracy. Minimum IFB cycle time is 45 days. This cycle time, depending on the completeness of specifications or complexity of requirements, could easily be extended 6-8 months.
- After proposals are received complete at P&C they are forwarded to the PCC Purchasing for review. Depending on the commodity, the PCC Purchasing Department will recommend a supplier for contract award or contact the using department for input.
- Once PCC recommends a supplier for contract award a written request goes before the State Board of Award for approval.

2. Request for Waiver

Depending on the circumstances, a written request for waiver of competition can be submitted for approval. It is imperative that a strong case be drawn before such request is forwarded. The PCC Purchasing Department makes the final decision whether a request for waiver is constituted.
IT PURCHASES $25,000 AND GREATER (INCLUDING SHIPPING AND SET UP, BUT EXCLUDING TAX)

These purchases must be referred to the Statewide IT Procurement Office (IT), IT-Related Items for an Invitation for Bid or request for waiver of competition generated by PCC Purchase Department.

1. IFB, Invitation for Bid

- When the Statewide IT Procurement Office receives the purchase requirements, specifications are reviewed for completeness and accuracy. Minimum IFB cycle time is 45 days. This cycle time, depending on the completeness of specifications or complexity of requirements, could easily be extended 6-8 months.
- After bids are posted and proposals are received complete at the Statewide IT Procurement Office, they are forwarded to the PCC Purchasing for evaluation review. Depending on the commodity, the PCC Purchasing Department will recommend a supplier for contract award or contact the using department for input.
- Once PCC recommends a supplier for contract award a written request goes before the State Board of Award for approval.

2. Request for Waiver

Depending on the circumstances, a written request for waiver of competition can be submitted for approval. It is imperative that a strong case be drawn before such request is forwarded. The PCC Purchasing Department makes the final decision whether a request for waiver is constituted

NON IT PURCHASES $10,000 TO $49,999 (INCLUDING SHIPPING AND SET UP, BUT EXCLUDING TAX)

This dollar purchase requires an Invitation for Bid (IFB). This written solicitation must be generated by the PCC Purchasing Department and must include terms and conditions applicable to the requirement. IFBs are posted to IPS for a minimum of 10 business days, depending on the complexity of the request, for solicitations. After the bid has been posted, the requestor shall not have any contact with any vendor or perspective vendor associated with the bid request. Any vendor requests for information should be advised to e-mail the Director of Purchasing. Depending on the nature of the bids, a pre-bid site conference may be deemed necessary to make vendors aware of certain factors which may affect bidding. Once proposals are received in the PCC Purchasing Department, they are filed away until the advertised date and time of bid opening. Once the Purchasing Department has conducted the bid opening on the designated date, the requestor will be notified to review the bids and select a vendor. In most cases, the vendor with the lowest bid will be awarded the bid provided all criteria within the bid document specifications have been met. In rare cases when the vendor with the lowest bid is not awarded the contract, justification must be provided as to why that vendor was not awarded the bid. The final decision for contract award rests with the PCC Purchasing Department.
If the initiator deems the purchase to be a sole source, then a memo from the vendor stating their sole source status should be obtained and forwarded to the Purchasing Department. Additionally, “sole source” should be entered in unprinted comments on the EP requisition or send an e-mail and reference the number of the requisition with the information that they are a “sole source”. If the vendor is deemed to be a sole source, then the PCC Purchasing Department will issue an IFB to the vendor for completion. There are NO exceptions due to fund source and the final decision for contract award rests with the PCC Purchasing Department.

**IT PURCHASES $10,000 TO $24,999 (INCLUDING SHIPPING AND SET UP, BUT EXCLUDING TAX)**

Same procedures as listed above for Non IT Purchases $10,000 to $49,999

**NON IT and IT PURCHASES $5,000 TO $9,999 (INCLUDING SHIPPING AND SET UP, BUT EXCLUDING TAX)**

This dollar purchase requires a written Request for Quotation (RFQ). This written solicitation must be generated by the PCC Purchasing Department and must include terms and conditions applicable to the requirement. The initiator should complete the EP requisition and send at least two or more additional names of vendors so an RFQ may be submitted to them. Once proposals are received, the Purchasing Department reviews and analyzes the results. Depending on the commodity, the PCC Purchasing Department can either submit the request for purchase or may contact the using department for input. All transactions must be documented.

If the initiator deems the purchase to be a sole source, then a memo from the vendor stating their sole source status should be obtained and forwarded to the Purchasing Department. Additionally, “sole source” should be entered in unprinted comments on the EP requisition or send an e-mail and reference the number of the requisition with the information that they are a “sole source”. If the vendor is deemed to be a sole source, then the PCC Purchasing Department will issue an RFQ to the vendor for completion. There are NO exceptions due to fund source.

**NON IT and IT PURCHASES $4,999 AND LESS (INCLUDING SHIPPING AND SET UP, BUT EXCLUDING TAX)**

Competition is not required, but good purchasing practice suggests that it should be solicited wherever possible and documented on the face of the requisition. No written quotations are required however, all transactions must be documented. Written reasons for emergency or pressing need shall also be made a matter of record by attaching a written explanation. All documents related to the purchase request should be electronically attached to the requisition in E-Procurement. The final decision for contract award rests with the PCC Purchasing Department.

**Lack of Competition**

The purpose of soliciting offers is both to seek and obtain competition; the responsibility is dual. Where only a single offer or a single acceptable offer is received or where reasonable and available competition is not obtained, the reason shall be ascertained and made a matter of record.

**Purchase requirements cannot be divided in order to keep them under the established expenditure delegation amount**
When an item being requested is available only from a “sole source” or the item being purchased is “brand specific”, justification must be presented to the Director of Purchasing in writing for this purchase. The Director of Purchasing will present the justification to the Division of Purchase and Contract to ask for a waiver of competition, based on the facts presented. When certification (approval) is received from the Board of Awards, the requestor will be notified to prepare an E-Procurement requisition. Vendors of sole source item(s) will be required to sign an IFB. This requires the vendor to agree to the state’s Terms and Conditions. The lead time required for this type of purchase is 60-90 days. No exceptions due to fund source.

**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 five years may be considered.

**Returning Products to Supplier**
The PCC Purchasing Department must be notified prior to returning or exchanging any merchandise to a supplier within 48 hours of receiving the merchandise. Permission to return must be granted by the supplier. Information required to obtain return authorization includes, but is not limited to:

1. Purchase order number
2. Item number on the purchase order
3. Description of item to be returned
4. Quantity to be returned
5. Reason for return
6. Replacement or refund requested.

**PROTEST PROCEDURES**
When an offeror wants to protest a contract awarded by Pitt Community College valued at over ten thousand dollars ($10,000), Pitt Community College shall comply with the following:

The offeror shall submit a written request for a protest meeting to the Director of Purchasing at PCC within 30 consecutive calendar days from the date of the contract award. The Director of Purchasing shall furnish a copy of this letter to the SPO within 5 consecutive calendar days of receipt. The offeror’s letter shall contain specific reasons and any supporting documentation for why they have a concern with the award. If the letter does not contain this information, or if the Director of Purchasing determines that a meeting would serve no purpose, then the Director of Purchasing may, within 10 consecutive calendar days from the date of receipt of the letter, respond in writing to the offeror and refuse the protest meeting request. A copy of PCC’s letter shall be forwarded to the SPO.

If the protest meeting is granted, the Director of Purchasing shall attempt to schedule the meeting within 30 consecutive calendar days after receipt of the letter, or as soon as possible thereafter. Within 10 consecutive calendar days from the date of the protest meeting, the Director of Purchasing shall respond to the offeror in writing with the decision.

Pitt Community College shall notify the SPO, in writing, of any further administrative or judicial review of the contract award.
End-User Disputes
In order to avoid end-user disputes after receipt of goods or services, the Purchasing Department will work closely with the end-user to be sure that product descriptions, specifications, etc. will meet the needs of the end-user. The Purchasing Department will have the end-user review quotes or bids received to provide input prior to the actual award of the contract.

In the event that the end-user does have a dispute, the end-user will notify the supplier and the Purchasing Department of the problem. The end-user will make every effort to resolve the issue directly with the supplier. In the event that no resolution is reached, the end-user will request the Purchasing Department to become involved. This request must include the purchase order number, the supplier 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 PCC.

EMERGENCY AND PRESSING NEED REQUESTS

EMERGENCY REQUESTS

Only those situations that endanger life or property are considered "emergencies." Such instances are rare, and will be handled in an appropriate manner. Contact Purchasing, Campus Police and/or Maintenance immediately, as appropriate, should such a situation arise.

PRESSING NEED REQUESTS

“Pressing need” requests are defined as those that arise from unforeseen causes, such as breakdown of machinery or equipment. Lack of planning is not an acceptable reason for a “pressing need” request. Such requests will be handled through normal operating procedures.

The following procedures for handling “pressing need” requests have been established by the Purchasing Office:

An approved E-Procurement or Datatel requisition should be forwarded to the Purchasing Office. "Pressing Need" requests will not be honored without a properly submitted requisition. If approvals are required, approvers should be notified immediately to make them aware that a requisition has been created and requires their approval. The Purchasing Office should be contacted to make them aware of the situation. If the exact cost of an item is impossible to ascertain in advance or time does not permit, an estimated cost is to be entered on the requisition. However, reasonable effort should be made to obtain the correct cost, before submitting the request.

All requests not deemed "emergency" or “pressing need" are handled through regular processing procedures. Please do not ask for special handling of your requests as this is unfair to those who have submitted their requests in a timely manner. Except during heavy ordering periods, such as prior to and at the beginning of each semester, the end of the fiscal year, or during computer down times, most routine requisitions are processed on the day they are received.
STATE TERM CONTRACTS

A “term contract” is a contract intended to cover normal requirements for a commodity, printing, or contractual service for a specified period of time based on predicted usage. These contracts are established by the Division of Purchase and Contract. Pitt Community College is required by General Statute 115D-58.5 to purchase all supplies, equipment and materials by contracts made by or with the approval of the Division of Purchase and Contract of the Department of Administration. Users have several options to view contract items. First they can click on the following link to search by Alphabetical / Key Word: http://www.pandc.nc.gov/keyword.asp, or they can click on the following link to search by contract number: http://www.pandc.nc.gov/numlistt.asp. Another option to search for contracts is through E-Procurement.

There are two basic types of term contracts:

- “Statewide term contract” is established by P&C for agency use.
- “Agency specific term contract” is established by P & C for use by an agency when a commodity, printing or service is not covered by a statewide term contract, and the contract value exceeds the agency’s delegation.

Most of the statewide term contracts for commodities specify a minimum and maximum quantity (or dollars). Orders below the minimum shall be obtained in accordance with agency procurement procedures. Orders that exceed the maximum quantity must be forwarded to P&C for processing. For needs that exceed the maximum, P&C will determine if the order should be placed with the contractor at the contract price, negotiate the price with the contractor, or solicit new offers for the requirement. In all cases, follow the instructions, which will vary by contract or call the P&C purchaser for guidance.

If a waiver, emergency purchase or pressing need arises, a term contract supplier should be given the opportunity to satisfy the requirement, if the requirement is covered by a term contract and time permits such action.

If the item(s) are not on a state term contract and exceed the delegation for seeking competition ($5,000), contact the PCC Purchasing Department to determine the appropriate steps to take.

INSPECTIONS

The Quality Acceptance Representatives' primary function is to perform quality acceptance inspections. They are assigned to designated areas of the State and conduct acceptance inspections as required on a scheduled basis. Their duties include recommending release of payment to contractors following acceptance of the project or item, and re-inspection if necessary whenever a project is not in complete compliance at the time of the acceptance inspection. Inspection by a Quality Acceptance Representative shall be mandatory when the item costs $10,000.00 or more. http://www.pandc.nc.gov/qcinsp1.htm
SPECIAL DELEGATIONS

By special delegation, the SPO may authorize an agency to purchase specific commodities, printing, or contractual services without limitation as to the expenditure. Such delegation is normally confined, but not limited to, items and quantities, or services which by their nature or circumstance, such as perishability, transportation costs, local conditions or local availability, would serve no practical purpose to be handled by P&C.

Some special delegations apply to all agencies and some are agency specific. All delegations shall be in writing and made a matter of record. For special delegations applying to all agencies, the publishing of them in this manual is the written approval. Unless otherwise specified by the SPO, special delegations are subject to all of the following conditions:

1. All commodities and contractual services covered by term contracts must be purchased in accordance with the instructions of each term contract.
2. Competition must be solicited, where available. If competition is not available, the reason(s) must be documented in the procurement file.
3. Agencies are required to issue their own solicitation documents. This shall also apply to a waiver.
4. The solicitation document shall include terms and conditions and any other consistent contract language, issued by the SPO, unless prior approval from the SPO is granted.
5. All transactions shall be documented.
6. Awarding of contracts under a special delegation shall be the responsibility of the agency's Executive Officer. However, the SPO may require that offers received under such delegations be sent to P&C for determination of the successful contractor.
7. Any controversial matter arising from a special delegation must be brought to the attention of the SPO.
8. Specific delegations may be subject to additional conditions as determined by the SPO. These conditions shall be submitted to the agency in writing.
9. P&C shall periodically review its special delegations to ascertain the availability of these items or services and their continued suitability for delegation.
LIST OF SPECIAL DELEGATIONS

These delegations apply to all agencies; however, competition shall be sought where available.

1. Repairs (Non-Construction): Purchasing authority for repairs handled by private sector personnel, regardless of cost, is delegated to the using agency. Where materials are being purchased for a repair and using agency personnel will perform the needed repair, the purchase of the materials must be handled in accordance with normal purchasing procedures outlined in this manual.
   a. **NOTE:** Where any structural changes are to be made in or to an agency-owned building, the proposed project should be handled in accordance with construction statutes and rules applicable to each agency. (See G.S. 143-129 concerning building repairs and renovation)

2. Feed: Authority to purchase feed, including special ingredients, is delegated to using agencies which are engaged in the feeding of animals, poultry and fish.

3. Animals, Poultry and Fish: Authority is delegated to purchase animals, poultry and fish.

4. Athletic Apparel: Authority to purchase athletic apparel is delegated to using agencies. In the purchase of athletic apparel, there are certain considerations regarding the safety of the athlete which should remain within the control of the using agency officials.

5. Maintenance of Aircraft: All aircraft maintenance and repair (see Repairs / Non-Construction) whether unexpected or scheduled, is covered by this delegation. This does not include the purchase of equipment, materials, or supplies for the aircraft that is separate and apart from the maintenance or repair being performed.

6. Playground Equipment (Structures): Where the purchase of playground equipment is being handled as a commodity purchase vs. a construction project, the authority to purchase such playground equipment and its installation is delegated to the using agency.

7. Ready-Mix Concrete: Where the purchase of ready-mix concrete is being handled as a commodity purchase vs. a construction project, the authority to purchase such ready-mix concrete is delegated to the using agency.
STATE IT CONTRACTS

Like the Division of Purchase and Contract, the Statewide IT Procurement Office has established Statewide IT Contracts to cover normal requirements for an IT related commodity or contractual service for a specified period of time based on predicted usage. Pitt Community College is not mandated by law to utilize these contracts, but they should be the first source of supply. Please refer to the “Computers and Printers” section (Page 44) for internal approvals from the Office of Information Technology Services (OITS) prior to ordering computers from the contracts offered by the Statewide IT Procurement Office. These contracts have already been competitively bided. To search for IT related items on contract, log in to http://www.its.state.nc.us/ITProcurement/TermContracts/TContracts.asp

- Vendors listed on the contract may be contacted for product and pricing information.
- All state contract vendors must be registered for E-Procurement. On the EP requisition, the contract number should be listed under the Line Item Details section in the Contract field. “Printed Comments” on the EP requisition should read “E-P Order”.
- When a state contract item is being purchased using the VISA P-Card, make certain that you receive the State IT Contract pricing. There should only be an additional charge for shipping if your order falls below the minimum requirement.

If the item(s) are not on a State IT Contract and exceed the delegation for seeking competition ($5,000), contact the PCC Purchasing Department to determine the appropriate steps to take.
STATUTORY AUTHORITY, EXECUTIVE ORDER, & NC ADMINISTRATIVE CODES
STATUTORY AUTHORITY, EXECUTIVE ORDER & NC ADMINISTRATIVE CODE

North Carolina General Statute 115D governs the purchasing policies and procedures that the Pitt Community College Purchasing Department must adhere to when processing requests for goods and/or services.

G.S. 115D-58.5. Accounting System
(a) “Each institution shall establish and maintain an accounting system consistent with procedures as prescribed by the Community Colleges System Office and the State Controller, which shows its assets, liabilities, equities, revenues, and expenditures.”
(b) “Each institution shall be governed in its purchasing of all supplies, equipment, and materials by contracts made by or with the approval of the Purchase and Contract Division of the Department of Administration except as provided in G.S. 115D-58.14. No contract shall be made by any board of trustees for purchases unless provision has been made in the budget of the institution to provide payment thereof. In order to protect the State purchase contracts, it is the duty of the board of trustees and administrative officers of each institution to pay for such purchases promptly in accordance with the contract of purchase. Equipment shall be titled to the State Board of Community Colleges if derived from State or federal funds.”
(c) “The operations of each institution shall be subject to oversight of the State Auditor pursuant to Article 5A of Chapter 147 of the General Statutes.”

Additionally; with centralized purchasing, conflict of interest, budget, and legal compliances can be closely monitored for adherence through internal controls.

The guidelines and procedures for identifying, categorizing, and purchasing each item are contained in the "Purchasing Manual" published by the NC Division of Purchase and Contract http://www.pandc.nc.gov/documents/wholeapm.pdf and the "Equipment Procedures Manual" published by the Administrative and Facility Services Section of the NC Community Colleges System http://www.nccommunitycolleges.edu/Facility_Services/administrative_services.htm. Both of these publications are periodically updated.

PURCHASING FLEXIBILITY

G.S. 115D-58.14 - Purchasing Flexibility
a) Community colleges may purchase supplies, equipment, and materials from noncertified sources that are available under State term contracts, subject to the following conditions:

- The purchase price, including the cost of delivery, is less than the cost under the State term contract; and
- The cost of the purchase shall not exceed the bid value benchmark established under G.S. 143-53.1; and
- The items are the same or substantially similar4 in quality, service, and performance as items available under State term contracts.

Substantially similar is defined as having comparable, but not identical characteristics in terms of quality, service and performance as items available under State term contracts.

4 The State Board of Community Colleges adopted the amendment in 23 N.C.A.C. 02C .0505 “Noncertified Source Purchases” to comply with House Bill 490 / Session Law 2009-132.
DEPARTMENT OF CORRECTIONS

G.S. 148-134 - Statement of Preferential Procurement from Correction Enterprises and Exemption from Competitive Bidding

“All departments, institutions, and agencies of this State shall give preference to Department of Correction products in purchasing articles, products, and commodities which these departments, institutions, and agencies require and which are manufactured or produced within the State prison system and offered for sale to them by the Department of Correction, and no article or commodity available from the Department of Correction shall be purchased by any such State department, institution, or agency from any other source unless the prison product does not meet the standard specifications and the reasonable requirements of the department, institution, or agency as determined by the Secretary of Administration, or the requisition cannot be complied with because of an insufficient supply of the articles or commodities required. The provision of Article 3 of Chapter 143 of the General Statutes respecting contracting for the purchase of all supplies, materials and equipment required by the state government or any of its departments, institutions or agencies under competitive bidding shall not apply to articles or commodities available from the Department of Correction...”

A complete listing of all products and services available from the Department of Corrections is available at the following site: http://correctionenterprises.com/

HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM

G.S. 143-48.a - State policy; cooperation in promoting the use of small minority, physically handicapped and women contractors; purpose; required annual reports.

"Policy – It is the policy of this State to encourage and promote the use of small contractors, minority contractors, physically handicapped contractors, and women contractors in State purchasing of goods and services. All State agencies, institutions and political subdivisions shall cooperate with the Department of Administration and all other State agencies, institutions and political subdivisions in efforts to encourage the use of small contractors, minority contractors, physically handicapped contractors, and women contractors in achieving the purpose of this Article, which is to provide for the effective and economical acquisition, management and disposition of goods and services by and through the Department of Administration."

Listings of these "Historically Underutilized Businesses" or "HUB" vendors and their products and services are available in the Purchasing Office and on the Internet at the Division of Purchase and Contract web site: www.doa.state.nc.us/PandC/

In order to search for these “HUB” vendors, scroll all the way down on the middle column to “Related Sites” and click on Historically Underutilized Business. Once there, scroll down on the left hand side and click on “Search” for HUB vendors.

“HUB” vendors can be searched on via company name or commodity code. To search on company name, simply type in the name of the company in the field provided and click on search. To search on commodity code, scroll down to the commodity code field and click on the down arrow. Choose the first three numbers (or category) of the commodity code then click search. A listing of vendors will then be provided.
Please refer to these lists when selecting vendors for purchases. PCC is required to file quarterly reports with the State showing the total purchases from “HUB” vendors.

In conjunction with the State policy, PCC has developed its own “HUB” Utilization Plan. For a copy of this plan, please refer to Pitt Community College Purchasing website at: www.pittcc.edu/business/purchdep.html.

**RECYCLED OR RECYCLED CONTENT PRODUCTS**

**G.S. 130A-309.14**

(b) "The Department of Administration shall require the procurement of reusable, refillable, repairable, more durable, and less toxic supplies and products to the extent that the purchase or use is practicable and cost-effective, as well as require the purchase or use of remanufactured toner cartridges for laser printers to the extent practicable."

**G.S. 143-58.2**

(a) "It is the policy of this State to encourage and promote the purchase of products with recycled content. All State departments, institutions, agencies, community colleges, and local school administrative units shall, to the extent economically practicable, purchase and use or require the purchase and use of, products with recycled content."

**G.S. 143-58.3 - Purchase of recycled paper and paper products**

"In furtherance of the State policy, it is the goal of the State that each department, institution, agency, community college, and local school administrative unit purchase paper and paper products with recycled content according to the following schedule: . . .

(4) At least fifty percent (50%) by June 30, 1997, and the end of each subsequent fiscal year, of the total amount spent for the purchase of paper and paper products during that fiscal year."

Your cooperation is greatly needed in helping us comply with these statutes and meet future goals. A list of recycled-content products on State Contract can be viewed at: www.doa.state.nc.us/PandC/recycled.htm

The State has published a booklet entitled, “Guide to Buying Recycled and Environmentally Preferable Products on North Carolina State Term Contracts.” Anyone interested may obtain a copy electronically at the Division of Pollution Prevention and Environmental Assistance website: www.p2pays.org/ref/01/00529.pdf

In conjunction with the State policy, it is the policy of PCC to encourage the purchase of products with recycled content whenever feasible. The Purchasing Office will make you aware as new recycled-content items become available on State Contract.
EXECUTIVE ORDER NO.50 (PRICE-MATCHING PREFERENCE):

Pursuant to North Carolina General Statute § 143-59 (G.S. § 143-59) and Executive Order No. 50 issued by Governor Perdue on February 17, 2010, entitled “Enhanced Purchasing Opportunities for North Carolina Businesses,” a price-matching preference may be given to North Carolina resident bidders on contracts for the purchase of goods. This preference will allow a qualified North Carolina resident bidder to match the price of the lowest responsible nonresident bidder, if the North Carolina resident bidder’s price is within five percent (5%) or $10,000, whichever is less, of the nonresident bidder’s price. **If the resident bidder requests and qualifies for the price-matching preference, the resident bidder will first be offered the contract award and will have three (3) business days to accept or decline the award based on the lowest responsible nonresident bidder’s price.**

Executive Order #50 applies to procurements from the Governor’s Office, Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, and Transportation), Universities and Community Colleges and all procurements handled by the Division of Purchase and Contract. All other State Agencies are encouraged to implement the requirements of the Executive Order #50 and vendors should contact these State Agencies to determine whether they have adopted and implemented Executive Order #50.

EXECUTIVE ORDER NO.24 GIFT BAN

It is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Office of the Governor and Governor’s Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, and Transportation). This prohibition covers those vendors and contractors who:

1. have a contract with a governmental agency; or
2. have performed under such a contract within the past year; or
3. anticipate bidding on such a contract in the future.

Executive Order 24 also encouraged and invited other State Agencies to implement the requirements and prohibitions of the Executive Order to their agencies. Vendors and contractors should contact other State Agencies to determine if those agencies have adopted Executive Order 24.”

EXPENDITURE OF FUNDS FROM DIFFERENT SOURCES

01 NCAC 05B .1505

(a) **“All public funds irrespective of source, whether special, federal, local, gifts, bequests, receipts, fees or State appropriated, used for the purchase, rental, lease, installment purchase and lease/purchase of commodities, printing and services shall be handled under the provision of Article 3 of G.S. 143 and in accordance with rules adopted pursuant thereto by the Division of Purchase and Contract.”**
(b) “Rules applying to service, rental, lease, and printing contracts do not apply to local school administrative units or community colleges.”

PURCHASING FROM OR THROUGH AGENCY EMPLOYEES

01 NCAC 05B .1509

“Every reasonable effort shall be made to avoid making purchase from or through employees of any agency. Prior written approval from the SPO is required in any instance which may develop of doing business with such personnel. In deciding whether to grant approval, the SPO shall consider the type item or service needed, the prevailing market conditions, whether competition is available, the cost involved, and the effects of doing business with the employee.”

Pitt Community College Vendors can not be an agency employee or immediate family member of an employee, living in the same household. It is considered a conflict of interest for an employee to be a vendor.

If a Pitt Community College employee is aware of a violation of this statute, please report it to the Director of Purchasing immediately.

PURCHASING POWER FOR PRIVATE GAIN

01 NCAC 05B .1510

“The purchasing power of the state or the agency shall not be used for private advantage or gain. Purchase under contract made by the state or the agency, except those in accordance with G. S. 143-58.1 shall be not allowed for personal use out of private funds nor shall agencies place orders for articles for ownership by employees or other individuals.”

College employees may not make purchases through the college with the intent of reimbursing the college. State Term Contracts and other agreements are expressly for use by Pitt Community College.

REMOVAL OF CERTAIN ITEMS FROM GENERAL CONSTRUCTION

01 NCAC 05B .0701

Every agency shall review the items being included in a construction/renovation project and remove any items that it considers are non-related to the actual construction/renovation of the building. Items that are considered commodities or just furnishings, and that would complete the project for use by the agency, shall be handled in accordance with the rules of this Chapter. Items that are usually removed for construction/renovation projects include carpet, office panel systems, food service equipment, and furniture. If an agency determines that one of these items, or any item that is normally handled as a commodity purchase, is best suited for inclusion in the construction/renovation project, the agency's justification shall be documented in writing for public record.
WAIVER OF COMPETITION

01 NCAC 05B .1401

Under certain conditions, and if deemed to be in the public interest, competition may be waived. To view the list of conditions permitting waiver, but are not limited to, please click on the following link: [http://www.pandc.nc.gov/admcode.htm#P817_46714](http://www.pandc.nc.gov/admcode.htm#P817_46714)

If a waiver of competition is being requested for one of the reasons above, the justification must be entered in unprinted comments on the requisition or an e-mail may be sent to the Purchasing Department referencing the requisition number. The Purchasing Department reserves the right to seek additional justification for any request for Waiver of Competition.

EXEMPTIONS

01 NCAC 05B .1601

It is not mandatory for the items and services listed in this Rule to be purchased through the Division of Purchase & Contract. To view a list of these items and services, please click on the following link: [http://www.pandc.nc.gov/admcode.htm#P1089_71567](http://www.pandc.nc.gov/admcode.htm#P1089_71567)
PROCUREMENT CARD

POLICY

&

PROCEDURES

Please click on the link below for the complete manual.

http://www.pittcc.edu/experience-pcc/administrative-departments/purchasing/P-Card.pdf
Computers, Furniture, and Equipment Orders

General Information
COMPUTERS, CAPITALIZED ASSETS AND FURNITURE ORDERS

Computers, Capitalized Assets, and Furniture should not be purchased on a Visa Purchasing Card, only non-capitalized assets (less than $800). Prior approval from the Purchasing Department is required for the purchase of minor equipment.

- **Non-Capitalized Assets** – Assets costing below $5,000 (including tax and freight) and are not consumable and have an extended useful life. The account number object code should be 555100 Non-Capitalized Equipment or 555200 (Non-Capitalized Equipment – High Risk).

- **Capitalized Assets** – Assets with a cost equal to or greater than $5,000 (including tax and freight) and a useful life of two or more years. The account number object codes should be; 551000 office furniture, 552000 computers and related equipment, 553000 educational furniture and equipment, 554000 motor vehicles (county funds), 555000 other equipment (county funds). These items are labeled, inventoried and reported to the North Carolina Community College System on a monthly basis.

- **Building and Room No.** – This information should be entered in (unprinted) comments on the requisition

- **Shipping** - All supply and items to be inventoried for major equipment should be shipped directly to the main campus unless prior arrangements have been made with the Equipment Coordinator. Furniture and equipment weighing over 50 pounds should be delivered directly to the Greenville Site or the Biotechnology Center; the requestor should contact the Equipment Coordinator/Inventory Control Officer upon delivery.

- **Program Codes** – These are codes assigned by the Purchasing Technician according to the curriculum, non-Curriculum, or administrative purpose of the equipment. Enter the area the equipment is being used.

- **Fire Codes** – PCC will comply with the State National Fire Protection Association laws in the placement of furniture and equipment.

- **Quotes** – Ask the vendor to forward the quote to you in an e-mail. You can save the quote and attach it to the EP requisition. Be sure the quote is current and dated. The quote should also include freight (if applicable), state contract number (if applicable), installation and tax.

**Computers and Printers**

- Computers are ordered on a three year revolving basis by Information and Technology Services Computer Technical Support. If you wish to order a computer or laptop with your departmental budget, contact the Help Desk for assistance with a quote (State Contract 204A).

- All computers ordered must be approved by the Director of Computer Support.

- The quote you receive from Computer Technical Support must be referenced on the requisition and attached to the E-P requisition. A current quote must be used – note the expiration date. Computers are usually shipped within three to four weeks.

- Contact the Help Desk for assistance with a quote (State Contract 204D) for Printers.
Equipment

- **Contact Purchasing** – E-mail or call the Purchasing Office if you have any questions about ordering. This could save you and your approvers’ time so your requisition is not denied. Also, many orders placed around campus for equipment are similar in nature, and the item you want to purchase may have already been researched.

- **Installation** – Give the estimated date of installation. Some equipment should be assembled before it is shipped, and other equipment is assembled after it is shipped. Enter this information on the requisition.

- **Facility Services** – Are there offices or building structures to be completed before the equipment should be installed? Are there any electrical, gas, water and other facility services needed prior to installation?

- **Inventory Control Officer & Staff Accountants** – The Purchasing Technician frequently checks with the Inventory Control Office or Staff Accountants before processing a requisition for issues regarding equipment and fire codes.

- **State Contract** – Check the state contract to verify if there are any special provisions that apply. As a general rule, state contract items do not have freight.

- **Abnormal Size** – If the piece of equipment is abnormal in size, please state this in unprinted comments on your requisition. There may be issues of delivery on campus with offices on the second floor of buildings, and these issues must be addressed before the item is ordered.

- **Quality Acceptance Inspections** – P&C may re-inspect any item or services performed and reverse an agency decision when justified. P&C may periodically inspect any items to ensure that specifications are met. The agency must ensure that items and services purchased comply with applicable codes, statutes, local ordinances, policies or safety requirements. Where products delivered fail to meet the specifications or contract requirements, the discrepancy shall be handled by the agency which awarded the contract.

Furniture

- **Contact Purchasing** – As mentioned in the Equipment Section, contact Purchasing before starting your requisition.

- **State Contract** – There are several mandatory state contracts for furniture. Check the state contracts to verify if there are any special provisions that apply.

- **Catalog Checkout** – Several furniture representatives on state contract have catalogs in the Purchasing Office that can be checked out. We request that these only be checked out for three to five days.

- **No Furniture From Office Supply Vendors** – Do not purchase furniture items from office supply contract vendors. They are not on state contract, and in some cases the items do not meet the state’s quality acceptance standards.

- **Date Items Needed** – Furniture orders are typically shipped in about six weeks. Some office chairs may be shipped within three weeks.

- **Ergonomic Issues** – Contact the Purchasing Office if you feel there is an ergonomic issue affecting you at your workstation.
CONSTRUCTION

VS

PURCHASING
CONSTRUCTION VS
STANDARD PURCHASE DETERMINATION

PCC shall review the items being included in a construction/renovation project and remove any items that they consider are non-related to the actual construction/renovation of the building. Items that are considered commodities, or just furnishings, to complete the project for use, shall be handled in accordance with the normal purchasing rules. Items that are usually removed from construction/renovation projects include carpet, office panel systems, food service equipment, and furniture. If the college determines that one of these items, or any item that is normally handled as a commodity purchase, is best suited for inclusion in the construction/renovation project, their justification shall be documented in writing for public record.

FORMAL PROJECTS
Any project requiring the estimated expenditure of $500,000 or more for construction contracts, design fee, and construction contingency, regardless of the source of funds, will be considered a “formal” project and must have the approval of the State Board and the State Construction Office (SCO). More detailed procedures for obtaining approval for formal projects are explained in the section entitled “Procedures for Completing a Capital Improvement Project.” Formal bidding procedures as per G.S. 143-129 must be followed for these projects. Note, in cases of special emergencies involving the health and safety of the people or their property, the bidding procedures in G.S. 143-129 may be waived. Contact the Assistant Director of the Design Review Section at the SCO for approval to proceed under a special emergency situation.

INFORMAL PROJECTS
Any project, where the authorized funding or the total project cost is realistically estimated at less than $500,000 for construction contracts, design fee, and construction contingency, will be considered an “informal” project. If the economy is in a period where the costs of construction materials and services are rapidly rising, and the estimated total project cost is close to this threshold, the college is strongly encouraged to consider treating the project like a formal project. This rationale is due to the fact that if the project is bid under the informal bidding procedures and the lowest bid or set of bids are over $500,000 you may not be permitted by the general statutes to award a contract. Several general statutes require that certain actions be taken prior to awarding a contract and some of these actions must have been included in the bid documents for the bidders to consider when compiling their bid(s).

Four examples that are triggered by the $500,000 threshold are:

1. G.S. 143-129(b) requires that no bid can be considered unless it is accompanied by a bid deposit or bid bond of five percent of the bid.
2. G.S. 44A-26(a) requires performance and payment bonds in the amount of one hundred percent of the bid for all contractors who have contracts over $50,000.
3. G.S. 143-128.2(j) requires contractors on projects costing over $500,000 to make specified good faith efforts to recruit minority participation as detailed in G.S. 143-128.2.
4. G.S. 133-1.1(a)(1) requires an architect or engineer registered in North Carolina to prepare the plans for repairs to a building with no structural changes in framing or foundation. If an architect or engineer did not prepare the plans, the college would have to reject the bid or bids.
Any informal project that uses state funding must be submitted to the State Board of Community Colleges (State Board) for approval before the college enters into any design or construction contract. Informal projects that do not use state funding do not need to be submitted to the State Board for approval. No informal project has to be submitted to the State Construction Office (SCO) for approval unless the college feels more comfortable with having the oversight of the SCO. If an informal project is submitted to the SCO, the project must also be submitted to the State Board for approval, and both agencies will handle the project as they would a formal project. Informal projects that are not submitted to the SCO may follow either the informal bidding procedures in G.S. 143-131 or the formal bidding procedures in G.S. 143-129. The single prime or separate-prime methods for bidding can be used.

Informal projects must have the proper approval and permits from the local building inspector and must comply with all state and local building codes and regulations. The college or the designer must submit the building plans for all projects over 10,000 gross square feet to the NC Department of Insurance, Engineering and Building Code Division to assure code compliance (See the list of “Contacts and Websites” for the name and address). Their approval must be secured in order to obtain a building permit from your local building inspector.

The General Statutes do not address bidding procedures for projects under $30,000. Theoretically, a college could contact several contractors by phone for projects under this threshold. Each college should develop their own policies and monetary thresholds as to how, when, and where to seek bidders for all informal projects under $500,000.

To obtain competitive bids, the college must have some form of plans and/or specifications for the project so all bidders are bidding on the exact same materials and components. Depending on the size and type of project, the college may be required by G.S. 133-1.1 to employ a designer. See the section “Beginning any Capital Improvement Project” for more information.

If a college decides to accept informal bids, it is highly recommended that the college secure at least three bids. The General Statute, states that an award can be made “after informal bids have been received.” By using the plural form of bid, it implies that more than one bid must be secured. While advertising in a newspaper is not required for informal bids, it may promote local goodwill. The college may consider placing an advertisement on the NC Division of Purchase and Contract’s (P&C) Interactive Purchasing System (IPS) website (See the section Contacts and Websites). If the college makes a genuine effort to solicit bids from three or more contractors and only one contractor submits a bid, an award can be made to the one bidder. The college should keep records of all bids and bidding efforts for three years.

G.S. 143-131(b) requires that the college solicit minority participation for its’ informal projects (those from $30,000 to less than $500,000). It also requires the college to provide documentation to the Department of Administration, Office for Historically Underutilized Businesses (HUB Office), as to the type and dollar value of the project, contractors solicited, dollar value of minority business participation, and the good faith efforts made to seek minority contractors. The college should meet this reporting requirement as they enter their data for this project into the HUBSCO reporting system. The SCO has forms for informal contracts that could be edited and used by the college. The SCO’s design contract, with editing, could also be used as it provides more protection to the college than the American Institute of Architects’ (AIA) contract. In the SCO documents, any reference to the State of North Carolina or the SCO must be removed.
MODULAR, MOBILE, OR PRE-ENGINEERED BUILDINGS

The NC Division of Purchase and Contract does not handle the acquisition of buildings such as modular buildings, mobile buildings, pre-engineered buildings, or pre-fabricated buildings. They refer the acquisition of these buildings to the respective agencies that oversee construction projects, like the SCO and the System Office. Thus, if the cost of purchasing and erecting one of these buildings is $500,000 or more, the project would be considered a formal construction project and would fall completely under the rules for formal projects. This would require employing a designer to design the building, seeking competitive bids for the construction and erection of the building, and having the project fall under the jurisdiction of the SCO. These requirements would probably negate any perceived savings in acquiring such a building.

If the cost of purchasing and erecting one of these buildings is less than $500,000, the project would fall under the rules for informal projects. As per G.S. 133-1.1(a) (3), if the cost was over $135,000, the plans would have to be prepared by an architect or engineer registered in North Carolina.

SPECIFICATION GUIDANCE

(To be prepared by end-user)

1. What are you buying? This should include: An accurate description of the item, item numbers, model numbers, quantity needed, and list of additional components needed to complete the system.
2. Is this a sole source? Why? If yes, obtain letter stating such from the vendor.
3. Are there specifications? These specifications should not be photocopies from literature but typed specifications that you can use.
4. If it is brand specific, why? What brand?
5. Is installation needed? If yes, must be included in bid or order.
6. Is training needed? Major training or general instruction to user?
7. Do you have any special delivery needs? Deadline for delivery? Inside delivery?
8. What kind of warranty is provided or required?
9. Do you need a maintenance contract for this kind of item?
10. Would used, refurbished or demo equipment be acceptable?
11. What kind of service do you need for the equipment?
13. For purchases greater than $25,000 review the “Standard Paragraphs” on the P&C Website http://www.doa.state.nc.us/PandC/divforms.htm to see if any should be added to your specifications or view http://www.doa.state.nc.us/PandC/splist.htm for example specifications.
FORMS
DEPARTMENT FORMS

E-Procurement Vendor Registration

FORM W-9 / Taxpayer Identification and Certification

General Purchasing Terms & Conditions (E-Procurement)

General Purchasing Terms & Conditions (E-Procurement not applicable)

PCC HUB Plan (Historically Underutilized Businesses)

Purchasing Card Policies & Procedures Manual

Purchasing Card Transaction Log

Invitation For Bids (IFB)

Request For Proposals (RFP)

Request For Quote (RFQ)
APPENDIX

RESOURCES

http://www.pittcc.edu/experience-pcc/administrative-departments/purchasing/

http://www.nccommunitycolleges.edu/Facility_Services/administrative_services.htm

http://www.doa.state.nc.us/PandC/

http://www.its.state.nc.us/ITProcurement/

https://www.ips.state.nc.us/ips/deptbids.aspx
Procurement Transformation
http://www.doa.nc.gov/procurement/

NCGA
North Carolina General Assembly
http://www.ncleg.net/