

Purchasing Policies

Responsibility

The Procurement Services Office is responsible for procuring all moveable furniture, equipment, supplies, and certain services used by Hagerstown Community College, except items associated with construction as noted below. All purchases for goods and services are made to further the mission, vision, and values of the college and fill a genuine need. It is the intent of the college to eliminate redundant purchases, achieve cost efficiencies, and incorporate adequate verification. All purchases shall be made in accordance with the college's purchasing procedures per the HCC Purchasing Manual, as well as §§16-311 of the Education Article of the Annotated Code of Maryland and any other applicable local, state, and federal laws or regulations. Purchasing Thresholds are reviewed on a regular basis and adapted to conform to federal and state requirements and as amended.

Fixed equipment required for capital improvement projects are identified by the Director of Facilities Management and Planning (examples: built-in cabinets, counters, sinks, cafeteria ranges, walk-in refrigerators) and are included in base construction bids. These items are procured through the final construction contract and not through the issuance of an HCC purchase order. The Director of Facilities will use an HCC purchase order and follow all state procurement laws and HCC guidelines for any non-capital improvement good or service.

Competitive Bidding

Open competitive bidding is maintained at the College through the use of oral, written, faxed, and/or advertised quotes and competitive sealed bids. Bids are solicited from sources able to offer the best value consistent with quality, delivery, price, and service. The use of unreasonable requirements as a means to limit competition is prohibited. Hagerstown Community College is an Equal Opportunity/Affirmative Action/Title IX/ADA/Title 504 Compliant Institution. As such, we encourage proposals from all sources, including minority business, women's business enterprises, and small businesses. The Procurement Services Office will maintain records that document the rationale for each procurement. The records shall reflect the justification for the purchase, the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price if not lowest denominator.

In accordance with §16-314 of Education Article of the Maryland Annotated Code, the Board of Trustees will review and approve the designation of a vendor as sole source for purchases that are not small procurements as defined by law. Additionally, approval of the Board of Trustees is required for any change orders to contracts awarded as a result of

a formal solicitation that are \$100,000 or more. Lastly, all emergency procurements that are made that cost \$100,000 or more will be ratified by the Board.

Surplus Property Other Than Real Estate

It is the policy of the Board of Trustees to obtain maximum utilization from all of its property. The Procurement Services Office maintains an active inventory of all assets on campus. If a product is determined to be a surplus, the Procurement Services Office will investigate the best course of action. Disposition for grant funded items are handled based on the respective grant. Otherwise, priority is given to utilizing the item elsewhere on campus. The decision may be rendered to store the item for future use, or if determined to be obsolete sold at auction. Any funds received from a sale are returned to the grant (if applicable) or to the general operating fund for the College. The Facilities office also handles the disposal of all surplus, obsolete, or scrap material.

Gifts

Gifts are voluntary conveyances of money and property, or the furnishing of services, made gratuitously and not upon any consideration.

Gifts may be accepted by the College for programs or activities approved either generally or specifically by the Board of Trustees. Gifts to the College shall be considered as property of the Board of Trustees of Hagerstown Community College when the Board has authorized the receipt and disposition under the authority of the College, of such gifts through the President, except gifts of land and buildings, which should be received by formal action of the Board and should be properly deeded to the Board of Trustees of Hagerstown Community College.

This policy was also revised on June 18, 2019.