

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
Subject: PURCHASING PRICE QUOTES REQUIREMENT	Page: 09.03.01
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General

All goods and services that exceed 20% of the bid threshold must be quoted. Consortium contracts and State contracts are an exception to the three quote rule. The contracts under the auspices of the consortiums and State are enacted through open public bids. The Purchasing Director has the right to quote any goods or services deemed necessary for the good of the College. Consideration is given to product quality, price, delivery, service and discount terms.

Note: Purchases exceeding the bid threshold shall be made and awarded only after public advertising for bids (N.J.S.A. 18A:64A-25.4), except as provided otherwise in 18A:64A-25.5 Exceptions to Requirement for Advertising. Pay-to-Play law N.J.S.A. 19:44A-20.4 addresses all goods and/or services in excess of \$17,500.

The College's policy is to solicit price quotations for all purchases exceeding twenty percent of the published bid threshold established pursuant to the County College Contracts Law.

Authority

N.J.S.A. 18A:64A-25(3)(19)
Vice President of Business and Finance

Responsibility

Director of Purchasing
Technical Purchasing Agents
Buyer

Procedure

The purchasing/price quote process can begin after the Purchasing Department receives the printed requisition ("Outstanding" status code). This ensures that a budget has been set up. There are exceptions to this rule; however, it must be preapproved by the Purchasing Manager.

The procedure employed for soliciting price quotations is as follows:

1. The Purchasing Department will solicit quotations from three sources when required.
2. The initiator must submit "back-up" or "technical specifications" depending on the complexity of the requested goods or services.