

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Policy on Competitive Bidding
Policy Number: 04.32.02
Issuing Authority: Board of Trustees
Responsible Officer: Chief Financial Officer

Date Created: March 3, 1970
Date Last Amended/Reviewed: July 15, 2010
Date Scheduled for Review: July 2015
Reviewing Office: Controller's Office

Definitions:

Capital Project: Expenditure for construction, renovation, alteration, furnishing and equipment in excess of \$50,000.

Capital Expenditure Request (CER): A form for capital expenditures which must be filled out, signed by the appropriate approval signatures and submitted to Planning and Design/Facilities Management Office.

CER can be found on TUportal, Staff Tools tab, Employee forms section, Facilities Management department.

Policy Statement:

The Board of Trustees affirms the principle of competitive bidding to be the policy of Temple University for all construction, alteration, and renovation projects, except in cases wherein the contingencies caused by the complicated nature of a project, with regard to both construction and timing, make a negotiated bid more expedient, such exceptions to be decided by the Executive Committee on an individual basis.

In the case of competitive bidding, where the University has control of the project, the contract may be awarded to the lowest responsible bidder, who may not necessarily be the lowest bidder.

In the case of a negotiated bid, an independent firm shall be engaged to review the negotiating contractor's plans and specifications, and proposed costs, for cost control comparison.

Roles and Responsibilities

Office of Facilities Management (OFM) will be responsible for managing all construction, alteration and renovation projects except in cases where they have reviewed and approved another department to oversee the project.

The responsibility of bidding has been delegated to the Purchasing Department.

Procedures

Requests for Construction, alteration and renovations are to be submitted to the Office of Facilities Management. Capital projects will require an approved Capital Expenditure Request (CER)

OFM will submit specifications to Purchasing for bidding. Purchasing and OFM will review bid results prior to award.

University Counsel will prepare and review all contracts prior to execution.

Notes

1. Dates of official enactment and amendments:

Adopted by the Board of Trustees on March 3, 1970

Reviewed prior to moving to electronic format and posting to website July 2010

2. History: Policy is intended to be ensure that there is transparency in all construction projects.

Supersedes: N/A

Reviewed By: This policy has been reviewed by the Controller's Office

3. Cross References/Appendix:

04.32.01 Approval of Capital Expenditures

04.50.01 Contract Signing – Authorized Signatures

04.81.01 Ratification of Nondiscrimination Policy