

Title 4 - Codification of Board Policy Statements

Chapter 10

GENERAL BUSINESS MANAGEMENT

Section 1. Purchasing Policy

5. Basic Purchasing Procedure - Except for personal/consultant services involving technical, professional or specialized skills or training and as noted in 5.c., all materials, supplies, equipment, services, and construction shall be purchased from the lowest responsive and responsible bidder after giving due consideration to price, quality, availability, conformance to specifications, financial capability and service. The Purchasing Division of each Business Center shall develop policies for obtaining personal/consultant services involving technical, professional or specialized skills or training.
 - a. Single or conglomerate purchases from a single vendor, the estimated cost of which is \$25,000 or more shall be purchased after the Purchasing Department: (B/R 10/02)
 - (1) advertises for bids at least once in a newspaper of general circulation in the area of the campus to be supplied and not less than four (4) calendar days prior to opening bids;
 - (2) gives written notice to pertinent vendors on the "vendors list";
 - (3) publicly opens, reads aloud and records sealed bids at the time and place so advertised.
 - b. A contract of any nature may be entered into without advertising when the estimated amount required to perform the contract is less than \$25,000: (B/R 10/02)
 - (1) if the estimated amount required to perform the contract is ~~[\$5,000]~~ **\$10,000** or more, but is less than \$25,000, requests for quotes must be solicited from two or more responsible vendors capable of performing the contract, if available; (B/R ~~10/04~~ **8/04**)
 - (2) the Purchasing Department shall maintain a record of all written requests for quotes and responses received, in accordance with the University and Community College System of Nevada Policy covering record retention;
 - (3) and nothing in this section prohibits the advertising for or requesting of bids for purchase of any dollar amount. (B/R 10/02)

**NEVADA REVISED STATUTES
CHAPTER 332**

NRS 332.039 Contracts in county whose population is 100,000 or more.

1. Except as otherwise provided by specific statute:

(a) A governing body or its authorized representative in a county whose population is 100,000 or more shall advertise all contracts for which the estimated amount required to perform the contract exceeds \$25,000.

(b) Such a governing body or its authorized representative may enter into a contract of any nature without advertising if the estimated amount required to perform the contract is \$25,000 or less.

(c) If the estimated amount required to perform the contract is more than \$10,000 but not more than \$25,000, requests for bids must be submitted to two or more persons capable of performing the contract, if available. The governing body or its authorized representative shall maintain a record of all requests for bids and all bids received for at least 7 years after the date of execution of the contract.

2. This section does not prohibit a governing body or its authorized representative from advertising for or requesting bids regardless of the estimated amount to perform the contract.

(Added to NRS by 1993, 2553; A 1999, [1682](#))