

BROOKDALE COMMUNITY COLLEGE**BOARD POLICY****4.2000****I. Title of Policy**

Public Contracts

II. Objective of Policy

To ensure compliance with legal requirements in the award of public contracts.

III. Authority

New Jersey Statutes 18A:64A-25.1 and 19:44A-20.4 et. seq.

IV. Policy Statement

The President shall be responsible for effective administration of the purchasing function. The administration shall observe the following with regard to public contracts:

- A. All public contracts shall be subject to bidding consistent with statutes issued by the State of New Jersey.
- B. Contracts exempt from bidding shall be subject to a “Request for Proposals” or “Fair and Open” process, and the award made by procedures established by College regulation.
- C. The General Public Contracts Policy of the College shall conform with the Code of Ethics of the New Jersey County College Purchasing Administrators and the Code of Ethics for the Brookdale Community College Board of Trustees.
- D. In the event an identical low price is submitted by two or more vendors, the award shall be made by procedures established by College regulation.
- E. Procedures for providing quotations shall be established by College regulations.

V. Responsibility for Implementation

President.

Approved: Board of Trustees
8/25/77

Revised: 11/21/77
3/27/80
1/27/83
10/24/96
8/10/06