

SMALL CONSTRUCTION GUIDELINES

Small purchases for construction, as defined under KRS 45A.030(4), may be made by the University in accordance with the procedures set forth herein:

1. The total procurement requirement for the project shall not exceed Forty Thousand Dollars (\$40,000). This limit includes both labor and materials. Larger projects shall not be artificially divided so as to constitute a small purchase under the Procurement Act. All projects must be either administered or approved by the Planning, Design and Construction Department.

Anything that alters a building in any way is considered construction. This shall include but not be limited to installing an electrical outlet, painting walls, installing carpeting, adding a room or construction a new building. All construction shall go through the Planning, Design and Construction (PDC) Department who will consult with the Department of Purchasing and the best decision will be made as to how to proceed given budget and legal restraints.

2. Requisitions and purchase orders shall not be parceled, split, divided or submitted over a period of time to avoid the dollar limitations of this small purchase procedure. Anticipated needs for goods and/or services that are ordered and/or paid for repetitively throughout a one year period, having a total cumulative cost equal to or greater than \$20,000 should be submitted to the Department of Purchasing. The Department of Purchasing will solicit quotes/bids or take the appropriate actions in accordance with this policy based on the total annual costs of the goods and/or services being requested.
3. The Department of Purchasing or their designee shall obtain at least one written quote from qualified sources of supply for small construction purchases less than \$20,000.00 and at least three (3) price quotes for construction purchases between Twenty Thousand Dollars (\$20,000) and Forty Thousand Dollars (\$40,000). If the Buyer determines it to be in the best interest of the University more quotes may be required. All quotes submitted by contractors must be written. They can be delivered in person, by mail, e-mail or fax. For quotes between \$20,000 and \$40,000 a formal Request for Quotation should be used. Any bids over \$40,000 shall require separate payment/performance bonds and will require a formal sealed bid. If evaluated to be in the best interest of the University, the Buyer has discretion to purchase up to \$40,000 with one quote. Insurance as required by the State of Kentucky shall be required on all projects. All documentation which include but is not limited to the quotations, tabulation sheet, and Buyer comments (see paragraph 4) concerning the supplier section, shall be in writing and shall be filed in a small purchase order file. These records are retained by the University Purchasing Department for record and audit review.
4. Whenever low bid is not awarded on a contract, a written justification supporting the decision shall be filed with the rest of the purchasing documents. The University may also opt to use best value as appropriate.

Links to University Policies:

PURCHASING:

http://www.wku.edu/policies/finadmin_policies/policy35101-purchasing_policy.pdf

CONSTRUCTION:

http://www.wku.edu/policies/finadmin_policies/policy35301-construction.pdf