

**3344-65-27 Bidding requirements.**

- (A) The university's bid process for public improvements will follow the state of Ohio's process as described in the Ohio facilities construction commission manual. The capital planning department (CPD) reserves the right to use section 153 of the Revised Code, competitive bidding procedures, if there is reasonable concern as to whether the aggregate cost could exceed the threshold.
- (B) Estimated project cost below \$50,000.00: the CPD project manager shall:
  - (1) Obtain quotes from three contractors, when possible.
  - (2) Prepare a purchase requisition for the contractor with the lowest cost.
  - (3) Forward to purchasing along with the two unused quotes.
- (C) Estimated project cost over \$50,000.00, but below \$200,000.00: the UAO project manager shall:
  - (1) Prepare a work scope defined in an RFQ.
  - (2) End with a purchase requisition and a list of selected contractors to purchasing.
  - (3) Purchasing will issue the RFQ to the selected contractors and publically post the invitation to bid.
  - (4) After fifteen days, the sealed bids shall be opened and sent to the user departments for final recommendation.
- (D) Estimated project cost over \$200,000.00 shall be competitively bid per section 153 of the Revised Code, and, as such, a public bid advertisement is required.

(E) See the Ohio facilities construction commission manual for details on process: <http://ofcc.ohio.gov/>.

**Policy Name:** Bidding requirements.

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