Go ahead. Get there.℠
Cincinnati State
TECHNICAL AND COMMUNITY COLLEGE

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Purchasing Department
Contracts and Solicitations/Bids

An individual or business wishing to do business with the College must first complete a vendor registration packet. This packet is available in the Purchasing Office, Room 157 Main Building, and may be obtained during normal business hours. Commodity codes are included in this packet, that allow you to indicate which items you would like to be considered for bidding. Bid lists are developed from the commodity codes as listed in the College vendor database, so once this paperwork is complete, you will be made aware of bids for which your goods or services are applicable.

Contracts

Three types of purchase contracts are issued through Cincinnati State:

- **Regular purchase orders** are awarded for one-time, non-repetitive needs
- **Blanket purchase orders** are issued to accommodate monthly or quarterly payments for service agreements of repetitive supplies for the period of our fiscal year
- **Term contracts** are long-term commitments (typically one to three years) made for high-dollar, repetitive supplies, equipment, and services, used by one of more College departments.

Purchase orders, blanket purchase orders, and term contracts are the only methods of purchase that will obligate Cincinnati State. In cases of emergency, user departments are assigned an emergency purchase order number that is always followed by a confirming order hard copy. Any questions regarding the authenticity of an emergency request should be directed to the Purchasing Department at (513) 569-1590.

Solicitations/Bids

All bidders are expected to thoroughly review their bid solicitations and to abide by the terms and conditions contained therein, and on the purchase order or term contract that may result.

There are two types of bid openings:

- **Informal bids** are date and tie stamped upon receipt, and tabulated after the due date. They are not normally opened in the presence of bidders.
- **Formal bids** (also called “sealed bids”) are advertised in local newspapers, and are opened on the appointed day and hour. They are opened in the presence of anyone who wishes to attend, and may or may not be read aloud. Award decisions are not announced at that time.

Protest of Award

Any protest of an award should be made within five business days of the award, directly to the Director of Purchasing at (513) 569-1590. Verbal protests alone are insufficient, and will not warrant further investigation. All letters of protest must contain a statement of facts and reasons which form the basis of the protest. Vendors are assured that the lodging of any written protest is promptly investigated and

respectfully answered. Late protest which will prejudice the College or the successful vendor will not be accepted.

For more information purchasing procedures at Cincinnati State, contact purchasing@cincinnatistate.edu.

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