

Colorado Procurement Guidance

A Publication of the State Purchasing Office

05/31/2013

SCOPE

STATE INSTITUTIONS OF HIGHER EDUCATION (IHE) AND THE AURARIA HIGHER EDUCATION CENTER (Center)

TOPIC

Procurement of *Office Furniture and Office Systems* relating to Colorado Corrections Industries (CCi) pursuant to C.R.S. 17-24-111.

GUIDANCE

- IHEs and the Center **may but are not required to purchase** office furniture and office systems through CCi.
- IHEs and the Center **are required** to request a bid from CCi when the office furniture purchase is expected to be \$150,000 or more.
 - Purchases may not be broken into smaller groups to create a smaller value.
 - Opportunities for CCi to bid should be provided to CCi with sufficient time for them to research, quote and deliver the bid.
 - When CCi provides a bid, the bid must be considered on a competitive basis.
- An IHE or the Center may purchase furniture directly from CCi as a sole source provider. Per statute, no solicitation, intent to sole source, or sole source waiver is required when purchasing exclusively from CCi.
- Various solicitation methods including cooperative purchasing agreements are acceptable when purchasing over \$150,000, however, CCi must be given an opportunity to bid.

Aggregate Purchase Value	Must Request a Bid From CCi	Solicitation Method	Option to Sole Source to CCi
< \$ 10,000	No	Discretionary	NA
< \$ 150,000	No	Small Purchase	Yes
> \$ 150,000	Yes	Local Solicitation	Yes
	Yes	State Cooperative Purchasing Agreement	Yes
	Yes	Regional Cooperative Purchasing Agreement	Yes

FURTHER CONSIDERATIONS

- CCi is open to competitive negotiation, and can bring significant expertise on office furniture at various price points.
- CCi products have a “limited life time” repair or replacement and should be considered in best value bids.



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FAQ's

- 1) *If office system furniture is to be screwed into the wall can it be procured as construction?*

The CCI statute applies to all office furniture and office systems, regardless of installation method.

- 2) *As per CRS 17-24-111(6)(a), an IHE only has to invite CCI to bid on furniture purchases in excess of \$150,000, correct?*

Yes. You should ensure that your request provides sufficient time for CCI to research, quote and deliver the proposal. You must competitively assess and consider the CCI proposal if one is provided.

- 3) *If CCI declines to participate in a solicitation, can the IHE use a price agreement that utilizes another purchasing alliance?*

If CCI has declined to provide you with pricing when your purchase exceeds \$150,000, you have three options for office furniture and office system acquisition:

- Conduct your own solicitation.
- Participate in another entity's cooperative agreement.
The scope of the cooperative agreement should be consistent with your requirements. For example, you wouldn't want to acquire \$1,000,000 worth of office furniture using a cooperative solicitation of an initial value of \$175,000 and miss an opportunity for a potentially larger volume-based discount.
- Participate in a national cooperative.
It is important to consider an unintended consequence when utilizing cooperatives that are awarded nationally. Utilizing these cooperatives may exclude Colorado-based businesses from satisfying the State's needs.

- 4) *If another IHE has awarded a solicitation to a supplier that CCI declined to compete for, and includes cooperative language allowing pricing to be made available to other state agencies, can the other IHE use this award for furniture purchases without having to re-solicit to CCI?*

No. CCI has the statutory expectation of being given an opportunity to bid for each project over \$150,000. CCI's decision not to bid applies to that single project only, and does not establish a blanket waiver for IHEs using the cooperative agreement.

- 5) *If an IHE post a solicitation on Colorado BIDS does that suffice the requirement to make it available for CCI to bid?*

No. C.R.S. 17-24-111(6)(a) clearly states that an IHE "Shall request a bid from the division (CCI)."

- 6) *How can I reach CCI and who should I contact?*

Contact Richard Curry at 303-370-2206 or at Richard.curry@state.co.us.