

Title: Purchasing -- University Bidding Policy  
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Approved: JDM/FBC

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## Policy

All external purchases of goods and services that exceed a certain cost limit are to be bid competitively **before** they are committed to vendors. Competitive bids must be obtained from a minimum of three qualified vendors, when available, for **all orders (including blanket and agreement orders) that total \$5,000 or more**. Orders of lesser value may also warrant competitive bidding as existing market forces and time constraints dictate.

The Purchasing Department is responsible for managing the competitive bidding process for most of the goods and services purchased externally by University departments. Accordingly, within Purchasing's scope of operation, the qualification of potential bidders, the solicitation and analysis of bids, the conduct of any negotiations, and the awarding of business to vendors are the responsibility of Purchasing. It is important, therefore, that departments notify the Purchasing Department of their needs and plans for orders that total \$5,000 or more as soon as they are known so that sufficient time is allowed to complete the competitive bidding process.

If it is necessary to request a specific brand name, a specific manufacturer, or a sole or preferred source as the supplier of a product or service that must be bid competitively, the requisitioning department is required to provide the Purchasing Department with **written justification** for the request, including evaluations of the product or service and the supplier. This documentation is to be received and a determination is to be made by the Purchasing Department **prior to commitment** of an order.

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Posted: January 18, 2000

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