

**3344-65-18 Bidding requirements.**

- (A) For policies concerning construction and related design services, see rule 3344-65-26 of the Administrative Code (procurement policy for facility planning, design, & construction services).
- (B) Important: prior to making any purchasing initiative or vendor contact, users are encouraged to consult with the respective purchasing agent to discuss the best method of handling specific needs. The purchasing agent is familiar with the various contracts, aware of the price practices and discount levels of various vendors. Faculty and staff are cautioned not to solicit quotations or proceed through an evaluation/decision process on their own. These solicitations will almost certainly not eliminate the requirement for the formal bid process and may result in unnecessary delays.
- (C) Purchase requisitions for goods and supplies (other than construction) of twenty-five thousand dollars or more shall be by competitive bidding. Purchase requisitions for services of fifty-thousand dollars or more shall be competitively selected. Purchasing services may use competitive processes on any requisition when it considers it advantageous to the university. The breaking up of a purchase into individual requisitions to avoid the bid process (pyramiding) is prohibited. All formal bids shall be publicly displayed on a bulletin board located directly outside of the purchasing department office. Bids shall be formally advertised at the discretion of the purchasing department and/or departments concerned. If the items required are covered by state contracts, government services administration (GSA) price schedules, inter-university council (IUC) price agreements, or other cooperative purchase agreements of which the university is a part, the competitive bidding requirement may be considered satisfied, although bids may be still be solicited at the purchasing department's discretion.

- (D) With few exceptions, formal bids require a minimum of at least fifteen days from the date the bid is solicited until the date of the bid opening. Bids will be solicited from, if possible, at least three vendors. Responses shall be in writing and received by the specified date and time in the specified location. Late bids will not be accepted. Bids will be awarded to the lowest responsive and responsible bidder and in the best interest of the university.

**Policy Name:** Bidding requirements.

**Policy Number:** 3344-65-18

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