



It is the intent of this brochure to acquaint you with the policies, procedures, and laws which govern our operation and enable us to maintain an equitable relationship with all vendors serving our University. We solicit your cooperation and appreciate your interest.

## **GENERAL POLICIES**

Cleveland State University, as a public educational institution, is responsible to the taxpaying public as well as to its students and must conduct its business in accordance with State regulations. State laws and University policies have been established to control the bidding requirement in procurement of material items, services, construction, and in renovation projects.

The Purchasing Department is responsible for obtaining all quotations, selecting suppliers, and placing all purchase orders, with the exception of the Library for books and periodicals, Purchasing Cards, and departmental Small Order Forms.

Purchases by unauthorized persons are the responsibility of the supplier and the individuals and not of the University.

As a member of the Inter-University Council Purchasing Group (IUCPG), which is comprised of all State Universities in Ohio, we participate in Price Agreements, established by the group, for items of common usage to all member institutions. We also have access to State of Ohio purchasing contracts and schedules.

Gratuities are not accepted.

## **EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS**

*(E.E.O. Clause)*

The policy of Cleveland State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, creed, national origin, sex, sexual orientation, or age is specifically prohibited. Accordingly, the University uses as one of its purchasing criteria the affirmative action record of its vendors in providing equal employment opportunities for all minority groups, women, the physically impaired, and Vietnam era veterans.

Cleveland State University has affirmative action programs for minorities, women, handicapped and disabled and Vietnam Era Veterans. The rules and regulations issued pursuant to Executive Orders 11246, 11375, and 11141, the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and the Rules and Regulations pursuant thereto are hereby incorporated by reference and are binding upon the Contractor or Vendor.

We encourage and solicit bids from State certified minority and EDGE vendors. (Refer to section titled "State Minority Business Enterprise Program" at the end of this booklet.)

## **BIDDING PROCEDURES**

Vendors are encouraged to contact the Purchasing Department and to provide catalogs and brochures indicating the commodities and services they can provide.

Requests for quotation are solicited in accordance with need. Requests for quotation can be sought on any requirement that is deemed competitive regardless of the dollar value so long as the procedure is thought to be practical.

By legislative and Board of Trustees ruling, University procurement procedures require that any order for materials, supplies, or equipment totaling \$25,000 or more, and/or for services in excess of \$50,000 be the result of competitive bidding with the exception of purchases made through the IUCPG and State of Ohio contracts. Interested vendors are entitled to attend and may view all bids opened. We refrain from giving tabulations over the telephone. Award decisions are based on the bid which is the lowest responsive and responsible bid and in the best interest of the University. Such decisions are the result of bid evaluation by the Purchasing Department and the department which has requisitioned the materials or service. Cleveland State University endeavors to take any cash discounts offered.

All bids received by Cleveland State University remain sealed until the bid due date and time. There are two kinds of bid openings at Cleveland State University:

Informal bids - These bids can either be in the form of a written quotation or by telephone. They are not opened in the presence of bidders.

Formal Bids - Also referred to as "sealed bids" - these are almost always accompanied by an identifying colored envelope in which (or with which) the bidder submits his/her quotation. Time period for bids are generally fifteen (15) calendar days from the date of issue. Formal bids must be received in the Purchasing Department, Parker Hannifin Hall Room 118, by the date and time specified in the quotation request. These also are date and time stamped upon receipt, and those received late are returned to the vendor unopened. Formal bids are generally opened in the presence of anyone who wishes to attend the opening. Award decisions are not generally announced at that time.

FAX response to bids will be accepted providing it is complete and the original bid is sent within three days of the bid closing date. Confidentiality, however, cannot be guaranteed.

Any breach of contract or unauthorized revocation of a bid may result in a vendor's removal from our bidders' list.

## **PURCHASE ORDER**

When a vendor's offer to sell (bid) has been accepted, a Purchase Order is written and becomes a contract binding on both parties.

## **DEMONSTRATION AND LOAN UNITS**

As the requisitioning department is responsible, in cooperation with the Purchasing Department, for determining the specifications for the item needed, vendors are encouraged to make demonstrations when requested. Vendors are cautioned, however, to inform the Purchasing Department when a demonstration is made or an item is left on a loan or trial basis. A copy of any proposal made as a result of a demonstration or

discussion must be submitted to the Purchasing Department. The University will not be responsible for any loss or damage to units left on loan or trial basis.

## **PURCHASING FOR EMPLOYEES**

Section 4113.17 of the Ohio Revised Code prohibits the sale to, or procuring for sale to, employees of an institution any article, product, or merchandise except as may be required for the employees' safety and health, or in performance of their duties.

## **SALES REPRESENTATIVES**

### ***Purchasing encourages all sales representatives to:***

Always try to call ahead for appointments. The receptionist will direct you to the individual purchasing agent with responsibility for your product or service.

### ***We suggest that you:***

Call at Purchasing before visiting any "user" department. Make each call of maximum value to the University and to the firm you represent. Do you have any new products? Are there any changes taking place in your industry? What is likely to happen to the price of your products within the next few months? What ideas can you give us that would save us money?

### ***Some don'ts:***

Never supply goods or services without a bona-fide purchase order.

Never present any kind of contract, commitment, sales order, agreement, or legal document to anyone outside this department for signature. They are almost never authorized by our Board of Trustees to sign any form of purchase agreement, and their signing it would only invalidate your document.

Never loan equipment or perform design services with the expectation that you will receive an order without competition.

## **STATE MINORITY BUSINESS ENTERPRISE AND EDGE PROGRAMS**

*(State House Bill 584)*

For a vendor to participate in either State HB584 or the EDGE program, and for Cleveland State University to do business with a vendor under State HB584 or the EDGE program, the vendor must be certified by the State of Ohio E.E.O. Office.

For application to participate in either of the programs, contact the following:

Ohio State EEO Coordinator  
Equal Opportunity Center  
30 E. Broad St., 18<sup>TH</sup> FL  
Columbus, Ohio 43215-3714  
(614) 466-8380  
[www.das.ohio.gov/eod](http://www.das.ohio.gov/eod)