

# Policy No. 503

**Area: Business Services**

*Original signature is on file in  
Administration & Finance*

Adopted: September 18, 1998

Certified by \_\_\_\_\_  
Dr. Cynthia Jackson-Hammond  
University President

Revisions Adopted: June 9, 2016

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## **SUBJECT: Bidding Procedure**

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- A. Competitive bidding is utilized to establish best prices, select new vendors and stay abreast of alternative equipment and materials. The purchase of equipment, materials, and supplies shall be awarded to the lowest, best and most responsive bidder pursuant to competitive bidding procedures.
- B. Quotations are required as stated to insure best price and value to the University. End-users should produce quotations per the price points stated below and require each vendor to quote on the same goods or supplies to insure comparisons are fair and equitable.
- C. The following guidelines should be followed by the end-user prior to submitting an electronic requisition for purchase to include the purchase of printed material per ORC 3345.10:
  - 1. \$1 - \$2,000: One (1) quote is required. Quotations may be verbal, and may include advertisements and on-line information.
  - 2. \$2,001- \$4999: Two (2) quotes are required. Quotations may be verbal and may include advertisements and on-line information.
  - 3. \$5,000 -\$9,999: The end-user will attempt to solicit three (3) quotations. At least one (1) of the quotations must be in writing.
  - 4. \$10,000 and above: The end-user will obtain three (3) written quotations for
    - a. purchases from a single vendor. If three (3) written quotations are not available,
    - b. justification documentation must be submitted with the electronic requisition.
- D. Planning Time: Advance planning is critical to the proper and accurate preparation of a purchase order. Requisitions are processed in the sequence in which they are received. The University maintains an electronic record of every requisition received.
- E. Consulting Service: Professional services, such as consulting engineers, architects, designers, etc. are subject to the same procurement policies and considerations as

those of any other purchase. All purchase service agreements must be submitted with a detailed Statement of Work. When contracting with individuals rather than firms, an “Independent Contractor versus Employee” evaluation is required.

- F. Formal Bids: Bids of a complex nature, determined by type of goods, installation, special terms and conditions, etc., shall be designated formal bids by the Purchasing Department. Large bids with a substantial number of vendors participating are sealed and may be publicly opened and read. The Director can determine to advertise formal bids estimated to be greater in value of \$25,000 in one or more newspapers in the state. The Purchasing Department reserves the right to reject any or all bids whenever the best interest of the University will be served by so doing.
- G. Bidder Alternates: Most bids allow bidders to offer alternates for the items specified. This practice often is to the advantage of the University by offering unknown products at competitive prices that still meet the requirements of the end-user. All such alternates will be discussed with the requisitioner before an order is placed. If lower cost alternates are not acceptable, the buyer can require a memorandum from the requestor.
- H. Awarding the Contract: The University policy on awarding contracts/agreements is based on the concept of the lowest, best, and most responsive bid. This is defined as acceptance of the lowest cost item (cost can be determined by several factors including life-cycle cost, delivery, past vendor performance, maintenance, obsolescence, etc.) which meets the specifications of the bid document and can be supplied by a reputable supplier. In the event that a lower cost item is bid other than specified, it is the responsibility of the bidder to prove that his/her alternate bid meets all the specifications set forth in the bid document pertaining to suitability and function.
- I. Contract/Agreement Authorization: Contracts and agreements including lease agreements negotiated on behalf of the University must be authorized by one of the following: the President, the Vice President for Administration and Finance, or Legal Counsel.
- J. Waiver of Bidding: Competitive bidding requirements may be waived for the purchasing and/or lease of equipment, materials, supplies, goods and services in the following instances:
  - 1. the Vice President for Finance and Administration has determined that an emergency situation exists requiring such action;
  - 2. Whenever, in the judgment of the responsible purchasing officers of the University, it is deemed impossible or impractical to obtain more than one bid because the product is a used item, a single source item, an emergency purchase or for any other sufficient economic reason;
  - 3. Whenever General Services Administration (GSA), Inter-University, or State of Ohio contracts are utilized as a source for establishing price.