Scope of Policy & Rationale:

I. Purpose

Provide guidelines and rules concerning the solicitation of competitive bids.

II. Scope

This policy applies to transactions for material and/or services with an estimated aggregate price of $5,000 or more.

III. Responsibilities

A. The Director of Purchasing has the responsibility for maintaining a uniform set of procedures and forms to serve the bid process. Consideration should include the electronic bid system and the mechanisms for vendor notification, bid analysis and summary, bid bonds, bidder invitation list applications, competitive invitations, instructions to bidders, and bid award.

B. The Purchasing buyers are responsible for obtaining bids on all material and/or services covered under this policy for both estimating purposes and purchases.

IV. Award Policy

The following factors in combination, not necessarily listed in their order of importance, will be considered in reviewing and awarding bids:

- Pricing
- Bidder’s previous record of performance and service
- Ability of bidder to provide service(s) within the criteria of the bid request
- Quality and conformance to specifications

The Purchasing department reserves the right to reject any or all bids or parts thereof. A bid may be rejected if it shows any omission, alterations of form, additions or deductions...
not called for, conditional or uninvited alternate bids, or irregularities of any kind. However, the Purchasing department reserves the right to waive defects or irregularities in bid responses and to reject any bid and to select the response which, in its sole discretion, it considers most favorable to the university's best interests.

The Purchasing department, in its sole discretion, may reject a response failing to meet the requirements of the request for bid.

V. **General**

A. Request for bids are initiated through a TUmarketplace requisition. Detailed information must be provided with the requisition including, but not limited to, quantity, description, delivery requirement, special conditions, drawings, specifications, insurance requirements, date required, etc. If replies are to conform to a certain format, attach the requested format to the requisition.

B. Bid requests will be initiated by Purchasing using the electronic bidding system. A minimum of three vendors is required; special circumstances may warrant fewer. Vendors invited to participate in the request for bid will be mutually agreed upon between the buyer and requestor.

C. The Purchasing buyer is responsible for all communication between bidder and departments during the bid process. The Purchasing buyer will coordinate with the requisitioning department to answer any technical questions arising during the bidding process and ensure that all solicited vendors receive addendums to the bid request. Under no circumstances should there be any communication between any bidder and the requesting department during the bid process.

D. After all bids have been received, a summary sheet is generated by the bid system noting all the pertinent data. When required the summary sheet is reviewed by committee. Once responses are reviewed and determination has been made of the lowest responsive, responsible bidder and award of the order will be made by the Purchasing buyer only after all aspects including preference of the requisitioner have been considered.

E. A buyer will not reveal to a vendor at any time during the bid evaluation process the results of bids received.

F. The electronic bid system (TUebid) will record all vendors solicited, those who have reviewed the bid and those who have or have not responded to the solicitation.

G. All requests for bid/proposals will be subject to the university’s Conflict of Interest policies.

H. The sole authority to waive the bid process resides with the Director of Purchasing.

All issues relating to this policy must be referred to the Director of Purchasing.