



POLICY & PROCEDURE DOCUMENT

NUMBER: 3.5531

DIVISION: Finance & Administration

TITLE: Purchase by Competitive Sealed Bid

DATE: July 15, 2011

Authorized by: K. Ann Mead, VP of Finance & Administration
Issued by: Department of Purchasing

I. Purpose and Scope

To establish guidelines and dollar thresholds as determined by Kentucky Statutes and Regulations.

II. Policy

Kentucky Revised Statutes (KRS)45A.080 and 45A.100 stipulate that the University is required to solicit formal Invitations to Bid for commodities and services, including construction, which are expected to exceed \$40,000.00. Invitation to Bids shall state that awards shall be made on the basis of best value (KRS 45A.080(2)). The WKU Department of Purchasing has been delegated this responsibility by the President and the Board of Regents and is the sole point of contact for the University during an open bidding process. The buying staff has also been given the authority to determine the method (i.e., bid, quote, etc.) of procurement for purchases under \$40,000.00 using the value added principle. All Invitation to Bids shall have a specified opening date and time and are publicly opened and read on that date. Late bids are not accepted. **A department shall not artificially divide or parcel purchases over a period of time for the purpose of evading the competitive bidding process. For cases in which purchases are so divided or parceled, the department head shall be personally liable for the amount by which the total amount purchased exceeds the amount authorized to be purchased.**

III. Procedure

A. Initial Information and Cost Gathering

Individuals or departments requiring goods or services subject to the bidding process will contact the WKU Department of Purchasing for assistance when seeking initial cost, specification information and a list of vendors that compete for sales of the products or services specified. This may be done through informal inquiries or with the use of a formal Request for Information process as determined by the Buyer assigned to the project.

The Department of Purchasing will also monitor commonly used goods and services used throughout the campus and will solicit bids for the establishment of Price Contracts.

B. Verification of Available Funding

When enough information has been gathered to precede with a competitive bid the requesting department will enter a requisition in the Banner Finance system where it will be subject to an established approval process and funds will be reserved.

C. Public Advertising and Invitation to Bid

The assigned Buyer will work with the Requestor to establish specifications and a Bid document that includes standard terms and conditions that meet state bidding requirements and that will result in offers that will provide the University with best value. The bid document will be posted on the wkuplanroom.com web site along with due date and Buyer contact information. All questions related to a specific bid will be directed to the assigned Buyer, who will in turn consult with the Requestor in order to provide appropriate responses which will be posted on the same web site in the form of an addendum available to all bidders.

D. Bid Opening and Evaluation of Bids

Bids will be opened and prices will be read to anyone in the public that wishes to hear them at the specified time and location noted in the bid document and on the wkuplanroom.com web site. The various bids received will be analyzed by the assigned Buyer in cooperation with the Requestor in order to determine the best value. State preference laws and procedures will be part of the evaluation process.

E. Award of Contract

When the WKU Department of Purchasing Buyer and the Requestor reach a consensus regarding the best value, The Buyer will award a contract in the form of a Purchase Order. Bids established for the purchase of commonly used goods and services will be awarded in the form of Price Contracts.