

FORT HAYS STATE UNIVERSITY STATE ACCOUNT FORMAL BID PROCESS

PR: H99999 PO: I

Vendor **ShipTo** **Details** **Req. Codes**

BID PR ON BID Addr: ST WAREHOUSE Addr: ST FORT HAYS STATE UNIVERSITY 600 PARK ST HAYS KS 67601

Confirm: Account: Bid # PO Type: Terms: Contract # End Use: Buyer: M SAUER

Req Codes

Item Num	Quantit	Units	Description	Amount	ACCOUNT NUMBER	Extended Ar
0001	1	LOT	FLOOR REFINISHING	16,000.00	9154325102- 542010	16,000.00
0002	0			0.00	-	0.00

Notes

Print After

Type BID in the Vendor tab.

Ship To should be WAREHOUSE.

PO Type "C" will automatically fill in.

End Use should be the Purchaser's Name.

Type "P5" in Req Code box 8.

Req Code "RR" in Box 9 will automatically fill in. A Receiving Copy must be processed before payment can be made.

In the Items tab, list a general description of items being bid.

Policies:

- Purchases with a total price of \$25,000 and over, including shipping and handling, for an item or any given project (i.e., furniture for a room, promotional items needed for the semester, etc.) must be bid by using the formal bid process to seek competitive bids by one of the following processes: Request for Quote (RFQ), Invitation for Bid (IFB), or Request for Proposal (RFP). See definitions on page 2.
- Orders shall not be split to avoid the \$25,000 competitive bid process. Order splitting is a violation of state law and university purchasing policies.
- The department will submit an IFAS Bid PR and send an email to purchasing@fhsu.edu, attaching the detailed bid specifications in a Word document or an Excel spreadsheet. Mixed case letters are preferred. Please provide a list of suggested vendors. If the item is on state contract, include a State contract vendor as one of the bidders.
- The specifications will be used to publicly post a bid on the FHSU Purchasing web site: <http://www.fhsu.edu/purchasing/bids> for a minimum of seven (7) business days. The Purchasing Office will send the bid document to the suggested vendors. If a vendor provided the department with a quote prior to the bid, the vendor must submit their final bid to the FHSU Purchasing Office by the bid closing date.
- After the bid closes, the Purchasing Office will send the bid responses and an Excel spreadsheet of the results to the department for review.
- The department will respond indicating whether they accept the low bid or provide a justification for not accepting the low bid. Once the awarded vendor is determined, the Purchasing Office will update the IFAS PR with the awarded vendor, specified product and pricing information. The budget authority will approve the PR for a second time, and the Purchasing Office will fax the order to the vendor.
- The order will be delivered to the department's delivery address. Once the order is received, the IFAS Receiving Copy is completed.

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- The invoice is sent to Accounts Payable.
- The Formal Bid Process can be waived for purchases such as sole source with approval of the Purchasing Office. Refer to: <http://www.fhsu.edu/purchasing/prior-authorization/>
- Contact the Purchasing Office with any questions.
- One of the following processes will be used to seek competitive bids:

Request for Quotation (RFQ)

An RFQ is generally utilized when the supplies, materials, equipment, goods, property or services are to be acquired on a one-time basis.

Invitation for Bids (IFB)

An IFB is generally utilized when the supplies, materials, equipment, goods, property and services to be acquired will be provided via contract on a recurring basis over a specified period of time.

Request for Proposals (RFP)

Competitive Sealed Proposals are generally utilized when multiple factors exist that make it difficult or impossible to write a specification; terms and conditions that will allow an evaluation to be made as to determine the lowest responsive bid from a responsible bidder. Evaluations shall be based on the factors set forth in the RFP in order to determine which proposal(s) best meet(s) the needs of the University. A committee of no less than three individuals shall evaluate all proposals received. These three individuals shall include a member from the requesting department, the Controller and/or the Director of Purchasing and the Vice President for Administration and Finance or his designee.