

# FORT HAYS STATE UNIVERSITY STATE ACCOUNT INFORMAL BID PROCESS

## **Policies:**

- Purchases with a total price of \$5,000 to \$24,999.99, 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 informal bid process.
- Orders shall not be split to avoid the \$5,000 to \$24,999.99 competitive bid process. Order splitting is a violation of state law and university purchasing policies.
- The department should obtain three bids via fax, email or phone. If the item is on state contract, include a state contract vendor as one of the bidders.
- The department will submit the Lotus Notes Workflow Informal Bid Form, including the detail description/specifications of the purchase. Send a copy of the printed quotes received from the vendors to the Purchasing Office. The posting requirement will be waived if the Purchasing Office determines the Informal Bid Process is complete.
- If the Purchasing Office determines the bid needs to be posted, the specifications will be used to publicly post a bid on the FHSU Purchasing website, <http://www.fhsu.edu/purchasing/bids/> for a minimum of three (3) business days. The vendor information on the Lotus Notes Workflow Informal Bid Form will not be posted. 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. The Purchasing Office will scan and attach the bid responses and an Excel spreadsheet of the results to the Informal Bid Form and forward them to the department for review.
- The department will respond to the email indicating whether they accept the low bid or provide a justification for not accepting the low bid. The Purchasing Office will notify the department by email of the awarded vendor. The Purchasing Office will assist the department with placing the order to the vendor using the department's delivery address.
- If the awarded vendor accepts the P-Card, the P-Card Bank ID and cardholder information on the Informal Bid Form will automatically increase the P-Card limit as necessary. The Lotus Notes Workflow P-Card Request form is not needed. The Lotus Notes Workflow P-Card Purchase Order form will be completed (if required), and the Purchasing Office will fax the order to the awarded vendor, referencing the quote and the department's delivery address. The vendor will contact the Purchasing Office 48 hours prior to shipment. The Informal Bid Form will be approved by FHSU Purchasing, notifying P-Card Requests (Accounts Payable) to increase the P-Card limit. Approval of the Informal Bid Form will be notification that the order has been shipped and billed.

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- If the awarded vendor does not accept a P-Card, the Informal Bid Form will be approved. The department will submit an IFAS PR with "P5" in Req Code Box 8 and WAREHOUSE in the Ship To tab and the quote number in the Print After Notes. After approval of the PR by the budget authority, the Purchasing Office will fax the order to the awarded vendor. Once the order is received, the IFAS Receiving Copy is completed.

PR: H99999 PO: [ ]

**Vendor** [V01003365] Addr: [0C] [WAREHOUSE] Addr: [ST]  
 VONLINTELS REFINISHING INC FORT HAYS STATE UNIVERSITY  
 1015 DOWNING ST 600 PARK ST  
 HAYS KS 67601 HAYS KS 67601

**Details** Confirm: [ ]  
 Account: [ ]  
 Bid #: [ ] PO Type P  
 Contract #: [ ] Terms: [ ]  
 End Use: M SAUER  
 Buyer: [ ]

**Req. Code** [ ] [ ] [ ] [ ] [ ]  
 [ ] [ ] [P5] [RR] [ ]

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**  
 PER ATTACHED QUOTE  
 Vendor will not accept credit cards

**Print After**

If the awarded vendor does not accept P-Card, an IFAS PR is processed.

The awarded vendor should be filled in the Vendor tab.

Ship To will be WAREHOUSE.

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 by the department before payment can be made.

In the Items tab, type a description of items being ordered.

- The invoice/receipt is sent to Accounts Payable in PO Invoice Envelope.
- The Informal 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.