

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Bids

Procurement Rule No.: P-290

Approved by:

Date: 5/08/2002

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I. Purpose

To provide policy concerning the solicitation of competitive bids.

II. Scope

This policy applies to transactions on materials and /or services with an estimated unit price of greater than \$5,000.00 and covered by a contractual agreement.

III. General

The Buyers are responsible for obtaining bids on material and / or services that are expected to exceed \$5,000.00 except as noted below under "Exceptions". This shall be done for both estimating purposes and purchases. A price check must be made on expenditures less than \$5,000.00.

For all funds, purchase procedures will follow the Texas A&M University System Procurement Code.

IV. Types of Bids

1. Informal.

Informal Bids will be obtained for purchases of standard or non-complex material with an estimated unit price between \$5,000.01 and \$15,000.00. Bids are to be recorded in the P.O. file. The Bid Record must contain the name of the company and the quoted price. When possible, the Bid Record will include the name of the person making the quote and the phone number for the vendor. Informal Bids may be solicited from the telephone or fax with an informal form.

Three bids should come from the CMBL, of which, two must be from a certified HUB. More than three bids may be solicited when the competitive environment will be enhanced.

Informal bids are to be designed to expedite the solicitation, award, and delivery of the goods or services. Specifications should be simple and clear but should provide for a competitive environment.

With specific authorization from the Director of Procurement and General Services, departments may be allowed to obtain informal bids.

2. Formal.

Formal bids will be obtained for purchases of all equipment and services greater than \$15,000.01. The formal bid form must be used. A record of the bid list and a bid summary will be maintained in the P.O. file or on the FAMIS database.

Formal bids will have written detailed specifications. The specifications should not limit or eliminate competition unnecessarily. The specifications should incorporate a clear and accurate description of the goods or services to be procured. This description should not contain requirements which unnecessarily limit competition; and the description should include:

- a.) a statement setting minimum requirements
- b.) the specific features of the goods or services which must be met
- c.) language with additions, extensions of the order, escalations, etc
- d.) dates of service or delivery terms for items being purchased, as required
- e.) minimum essential characteristics and standards of items or services to which they must conform if they are to satisfy their intended use
- f.) special clauses for funding purposes, as required
- g.) include any written data requirements, if necessary
- h.) evaluation factors which will be used in determining the successful bidder, i.e., a clear objective basis of award.

EXCEPTIONS:

The Director of Procurement and General Services is authorized to approve purchases up to \$15,000.00 without competitive bids.