



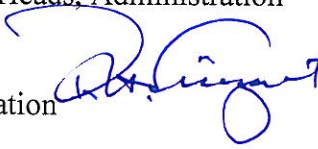
Vice President for Administration

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DATE: December 5, 2011

TO: Executive Council, Deans, Directors, Department Heads, Administration
Directors and Student Affairs Directors

FROM: Douglas H. Vinzant, Vice President for Administration 

RE: University Bid Threshold Policy

The practice of securing bids for goods and services has varied widely across campus. In order to standardize and clarify expectations regarding bidding requirements the University analyzed bidding policies in relation to other research institutions across the country. As a result of this analysis, the University will implement a new bidding structure for the purchase of goods and services, effective January 1, 2012.

Goods are defined as supplies, materials, and equipment purchased by university departments.

- The Procurement Services Office will obtain bids for goods totaling \$25,000 or more. The dollar amount is based on the total cost of goods ordered, not each line-item within an order.
- For purchases of goods between \$7,500 and \$24,999.99, departments are required to attach quotes from three (3) separate vendors to the purchase order. Colleges and/or departments are encouraged to contact Procurement Services to schedule a short training session on obtaining quotes for purchases within the \$7,500 to \$24,999.99 range.
 - When obtaining quotes, the following information should be requested from the vendor, thus enabling departments to receive a complete price:
 - Quotes should include the shipping term FOB destination, freight prepaid and allowed, Laramie, WY 82071. This means that the seller has total responsibility for, and ownership of, the goods until the shipment is delivered. Upon delivery, title passes to the buyer.
 - Freight charges should be included in the quoted price.

Services are defined as labor, time, or effort furnished by an outside entity to the university.

- The Procurement Services Office will obtain bids for services totaling \$50,000 or more. The cost of services is based on a complete project or contract (i.e., a cumulative value). Projects or contracts may be short in duration or be performed over a longer period of

time. Certain types of service contracts (artists, speakers, unique service providers) may be exempted from the bid process. Requests for an exemption should be submitted in writing to the Office of General Counsel for review and consultation with the appropriate VP and the VP for Administration.

Purchases of goods and services with total costs below the stated thresholds may be bid at the discretion of the assigned Procurement Services Buyer, when the Buyer deems it is in the university's best interest to pursue more competitive pricing. In addition, departments may request that Procurement Services obtain bids for goods and services below the bid threshold.

Printing – Printing engagements with commercial vendors will be secured through competitive bidding if valued at \$1,500 or more. Institutional Publications Services is available to guide departments through the design and development of their printing project. Additional information may be found at <http://www.uwyo.edu/publicrelations/marketing/>

Vehicle Purchases – The Procurement Services Office will obtain bids for all vehicles, regardless of price, per UW Regulation 3-179 Regulations Governing Use of University Vehicles.

Buildings & Grounds – Per UW Regulation 2-178 Use of University Buildings, Grounds and Services, “Internal and external users are expressly prohibited from making alterations or improvements to University buildings or grounds; any alterations or improvements to University facilities shall be performed exclusively by or through the University Physical Plant.” All modifications, renovations, remodeling, design services and new construction of on or off campus facilities, regardless of price, will be managed through the Physical Plant or Facilities Planning Office. Maintenance and repairs to campus buildings, grounds, infrastructure and building systems (e.g., Electrical, Plumbing, heating and cooling equipment, etc.) are also a university responsibility. Any work on these systems must be performed by or through the Physical Plant.

UW Regulations – may be found at <http://www.uwyo.edu/generalcounsel/new-regulatory-structure/index.html>

Questions regarding this policy should be addressed to Martha Miller in Procurement Services. She can be reached at 766-5235 or by e-mail at MJMiller@uwyo.edu.