



# National University of Health Sciences General Policies

Title: <b>Bidding Procedures</b>	Page	1	of	2
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<i>James Hinterstein</i> President	<i>1-24-09</i> Date			

## POLICY STATEMENT

It is the policy of National University of Health Sciences (NUHS) to request bids from any reputable vendor that is qualified to produce or supply the products or services being purchased. The University's business office will seek to obtain information concerning bids for equipment, supplies and/or services from as wide a spread of competitive bidders as is practical.

Awards will be made on a competitive basis, with the bidder generally selected as the supplier who has the lowest total cost for price, quality and delivery. The University reserves the right to reject any and all bids, to waive informalities and to contract as the best interests of the University may require.

## Procedures

### Requesting University Department – Purchase Less than \$1,500:

- Determine purchase/project to be completed and if funds are budgeted or can be approved by management.
- Document all details of the purchase/project, including specifications, amounts, dates, etc. on a purchase requisition form.
- Have correct vendor name and address on all requisitions.
- Have correct account numbers of all requisitions.
- Include with the requisition any forms that must be sent with the purchase order. Where contracts are necessary, only the President or Vice President is authorized to sign.
- Submit approved requisition to the accounting department in a timely manner.
- Upon receipt/completion of purchase/projects, submit receiving report to the accounting department.

Facilities & Other Departments – Contracts More Than \$1,500:

- Determine when purchase/project is to be completed and if funds are budgeted or can be approved by management.
- Review purchase/project needs, gather all necessary documentation, write/submit formal bid request and approved requisition to the accounting department
- Insurance coverage of more than \$1,000,000 requires the approval of the Vice President or President.
- When choice of vendor/contractor has been made, prepare and submit purchase requisition with bid and certificate of insurance to the business office and/or the Vice President for Business Services for approval. Where contracts are necessary, only the President or Vice President is authorized to sign.
- Monitor contractor's performance.
- Alterations or deviations from the project specifications are only permitted with written approvals of both parties.
- Inspect the project upon completion and obtain lien waiver and/or warranty from the contractor.
- Submit receiving report. Lien waiver(s), warranty and all related documents to the accounting department.

Purchasing Department:

- Review purchase requisitions and/or bid request and all related documents.
- Determine vendors/contractors best qualified to produce/supply the products or services being requested.
- When required, send formal bid request to qualified vendors/contractors.
- Supply additional information, coordinate meetings, site visits with vendors/contractors, or any other services as needed.
- In a timely manner, collect bids from vendors/contractors.
- Review bids and any other materials received with the University requestor(s) and/or management.
- Sort and distribute copies of the purchase order and related documents.
- Prepare and mail rejection letter(s) to the unsuccessful vendor/contractor; send copies to related department head.

Accounting Department:

- Assist, when needed, in any determinations of purchases and/or projects.
- Screen receiving reports and any related documents with purchase orders.
- Prepare and mail checks to the appropriate vendors/contractor.
- File all necessary purchase/payment documents, copies of contracts, warranties, lien waivers, etc.