

Purchasing Services

Supplier Opportunities for Purchased Goods and Services

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1. Introduction

Purchasing Services works with individual University departments and programs to procure a wide range of goods and services - everything that a large university requires to meet its educational, business, and research needs.

Examples include- but are not limited to- the following: computers, audio-visual and telecommunications equipment, scientific supplies and equipment, lab services, chemicals, furniture, electronics, vehicles, industrial equipment and supplies, janitorial supplies, food, medical equipment and services, office products, catering services, and consulting services.

All contracts for construction, public works projects, and architectural/engineering related services are done through the UW Capital Projects Office. For more information, visit the UW Capital Projects Office website at: <http://www.cpo.washington.edu/html/index.htm>

Purchased goods and services can be acquired through three different methods:

- eProcurement - an electronic on-line ordering system featuring catalogs with several major suppliers with whom we have established contracts.

- Procurement card (credit card) orders
- Purchase Orders

2. Minority and Women-Owned Business (MWBE) Opportunities

The University is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBEs) and women business enterprises (WBEs), and small businesses in the provision of goods and services purchased by the University. Although it is the University's goal to actively work with all businesses, the University does not require a minimum level of MWBE participation as a condition for entering into a contract.

MWBEs are encouraged to be certified by the [Washington State Office of Minority and Women's Business Enterprises \(OMWBE\)](#). The University also encourages participation by businesses certified by the [U.S. Small Business Administration](#) as small businesses, women owned businesses, small disadvantaged businesses, Hubzone businesses, veteran-owned businesses, and service-disabled veteran owned businesses.

Please contact the University's Business Diversity Program for further assistance at:
<http://www.washington.edu/admin/bdp/>

3. Competitive Bidding (Solicitation) Process

The University of Washington obtains goods and services through the following processes:

a. Informal Request for Quotations (\$3,300 to \$46,200)

- For purchases of goods and services with an estimated cost between \$3,300 and \$46,200, (\$10,000-\$100,000 for IT hardware & software, and \$5,000- \$20,000 for Personal Services) a UW Buyer will issue a Request for Quotations (RFQ) to qualified suppliers on a Bid List.
- Depending on the instructions from the Buyer, quotations may be provided either verbally (over the telephone) or in writing, (electronic, fax or mail).
- The UW will establish a specific deadline date and time in the RFQ for submission of the supplier's prices. Responses to informal quotations will not be read aloud at a public bid opening.

b. Formal Competitively Advertised Solicitations (Bids)

- In general, formal competitive solicitations for goods and services with a cost over \$46,200 (or over \$100,000 for IT purchases, or over \$20,000 for Personal Services) are advertised via *Washington Electronic Business Solutions (WEBS)* bidding notification system found online at: www.ga.wa.gov/Business/register.htm
- Solicitations (Invitations to Bid - ITBs) and Requests for Proposals - RFPs) and Requests for Quotations for IT hardware and software - RFQs) are sent to a sufficient number of prospective bidders to elicit competition.
- Faxed responses to formal solicitations are not accepted.

4. Bidding Opportunities

Following are some ways to find out about bidding opportunities with Purchasing Services:

- **Bid Book:** Purchasing Services maintains a Bid Book of current ITBs and RFPs that is available for public viewing in the lobby of the UW Purchasing Services. All qualified suppliers may review and obtain a copy of any ITB or RFP.
- **Bid Lists:** Each Buyer has an in-depth knowledge and understanding of available products, markets and suppliers in their commodity area, and maintains lists of suppliers who have requested, in writing, to be notified of upcoming solicitations in specific areas. Buyers may delete from the Bid List those suppliers who have demonstrated a lack of interest in bidding, who have repeatedly submitted non-responsive bids, or who have failed to perform on past contracts. Qualified suppliers may contact the appropriate Buyer and request to be added to the appropriate Bid List. Suppliers may seek an appointment with an individual Buyer by calling (206) 543-5810. A listing of the Buyers and their commodity assignments is available at the Purchasing Services website: <http://www.washington.edu/admin/purchstores/buyers/listbuyer.cgi>
- **Advertised Bidding Opportunities, WEBS:** In general, formal solicitations for purchases with a cost over \$46,200 (\$100,000 for IT, or over \$20,000 for Personal Services) are advertised via Washington Electronic Business Solutions (WEBS). Suppliers must register with WEBS, <http://www.ga.wa.gov/Business/register.htm>, to receive free notices of University of Washington BID opportunities via email.

5. Submitting a Bid

- Public bid openings are held in the Purchasing Services Bid Room daily, except Mondays and the day following holidays. Sealed bids must be time stamped at the Purchasing Services reception desk prior to bid opening. Bid openings are conducted by a Purchasing Services staff member, who is the only person allowed to handle the bids. To obtain information about a bid prior to award, suppliers must attend the public bid opening. No information will be given by telephone unless the bid was solicited by telephone.
- No bid may be signed during or after the bid opening, and no copies of bids will be made by the Purchasing Services on behalf of a supplier. After the bid opening, bids are forwarded to the originating Buyer for review. Irregularities will be identified and subject to administrative consideration.
- Bid responses for goods, services and supplies are available for public review in accordance with State public disclosure laws, after an award is made. All bid files are maintained by bid number only. The bid number must be cited in any request for information.

6. UW General Terms and Conditions

The University of Washington's General Terms and Conditions are available at: <http://www.washington.edu/admin/purchstores/docs/GTC.fv.pdf>

7. How Suppliers Can Help Themselves and UW Purchasing Services

- Please read all specifications in a solicitation document (ITB, RFP, etc.) thoroughly and refer questions to the appropriate Buyer, prior to deadlines specified in the solicitation document.
- Bidders' offers citing "equivalent" products will generally be accepted, provided all bid specifications are met. Product literature identifying the specific characteristics of the equivalent product should accompany the bid response. At the discretion of the Buyer, a product sample or demonstration may be required to ensure compliance with specifications.
- University departments are authorized to make most purchases valued under \$3,300 without first going through the Purchasing Department, except for some excluded commodities such as radioactive chemicals and other hazardous/controlled products. The ProCurement Card, which is a departmental credit card, is the preferred method by which you may receive an order. Authorized University departments may use their departmental credit card to place orders with suppliers.
- If the supplier does not accept credit cards, or the commodity is not allowed to be purchased with a credit card, campus departments may place orders using purchase order numbers. If you are accepting an order via this method, make certain you have been given a purchase order number and the name of the University of Washington employee placing any order with you. Make sure the proper purchase order number appears on your invoice, and whenever possible, the name of the employee placing the order.
- Commitments for purchases that exceed \$3300 made to suppliers by University of Washington departments other than Purchasing Services are nonbinding on the University. To be binding, a written purchase order or contract must be negotiated and duly authorized by Purchasing Services. University of Washington departments may request quotations for budgetary purposes.
- Supply the appropriate Buyers with your latest catalogs, line cards and current price lists.
- Keep the Buyers informed, in writing, of your technological advances, business expansion plans, back orders, vacation schedules, and impending shortages or strikes.
- Follow through on orders to ensure delivery as scheduled. Inform the Buyer immediately if you expect delays.
- Offer suggestions as to how the University can reduce its costs and improve service to both suppliers and campus departments.
- Submit invoices in duplicate to Accounts Payable, Box 351130, 3917 University Way NE, Seattle, WA 98105-6692. Each invoice must contain the Purchase Order number. Payment will be made by mail in accordance with the contract terms. The contact phone number for Accounts Payable Customer Service is (206) 543-4500.

8. Department Location & Contact Information

UW Purchasing Services is located at:
3917 University Way NE
Seattle, WA 98105

Office hours: 8am- 12noon
1- 5pm

Phone: (206) 543-5810 (general information)
Fax: (206) 543-3854

Website: <http://www.washington.edu/admin/purchstores/purchasing/index.html>

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