



Requests for quotation are solicited in accordance with need. Requests for quotation can be sought on any requirement that is deemed competitive regardless of the dollar value so long as the procedure is thought to be practical.

By legislative and Board of Trustees ruling, University procurement procedures require that any order for materials, supplies, or equipment totaling \$25,000 or more, and/or for services in excess of \$50,000 be the result of competitive bidding with the exception of purchases made through the IUCPG and State of Ohio contracts. Interested vendors are entitled to attend and may view all bids opened. We refrain from giving tabulations over the telephone. Award decisions are based on the bid which is the lowest responsive and responsible bid and in the best interest of the University. Such decisions are the result of bid evaluation by the Purchasing Department and the department which has requisitioned the materials or service. Cleveland State University endeavors to take any cash discounts offered.

All bids received by Cleveland State University remain sealed until the bid due date and time. There are two kinds of bid openings at Cleveland State University:

Informal bids - These bids can either be in the form of a written quotation or by telephone. They are not opened in the presence of bidders.

Formal Bids - Also referred to as "sealed bids" - these are almost always accompanied by an identifying colored envelope in which (or with which) the bidder submits his/her quotation. Time period for bids are generally fifteen (15) calendar days from the date of issue. Formal bids must be received in the Purchasing Department, Parker Hannifin Hall Room 118, by the date and time specified in the quotation request. These also are date and time stamped upon receipt, and those received late are returned to the vendor unopened. Formal bids are generally opened in the presence of anyone who wishes to attend the opening. Award decisions are not generally announced at that time.

FAX response to bids will be accepted providing it is complete and the original bid is sent within three days of the bid closing date. Confidentiality, however, cannot be guaranteed.

Any breach of contract or unauthorized revocation of a bid may result in a vendor's removal from our bidders' list.

## **PURCHASE ORDER**

When a vendor's offer to sell (bid) has been accepted, a Purchase Order is written and becomes a contract binding on both parties.

## **DEMONSTRATION AND LOAN UNITS**

As the requisitioning department is responsible, in cooperation with the Purchasing Department, for determining the specifications for the item needed, vendors are encouraged to make demonstrations when requested. Vendors are cautioned, however, to inform the Purchasing Department when a demonstration is made or an item is left on a loan or trial basis. A copy of any proposal made as a result of a demonstration or

discussion must be submitted to the Purchasing Department. The University will not be responsible for any loss or damage to units left on loan or trial basis.