CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

NORTHERN ARIZONA	POLICY PUR 501.01
UNIVERSITY	Section: Vendors
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Advertising for Competitive Bid	Effective date: 07/01/1996
Source: University policy	Revision date:
ABOR 3-803	

PURPOSE

To outline requirements for advertising for competitive bids.

POLICY

PUR 501-01-01: Use of Advertising for Competitive Bids

Newspaper advertising for bids is mandatory for proposals and in some cases desirable for sealed bids. When advertising is required, it must be published in a newspaper of general circulation within Arizona. Placing the advertisement is the responsibility of Contracting and Purchasing Services, at the expense of the ordering department.

Advertising content should be kept to a minimum in order to conserve funds. Advertisements should state the description of the procurement; the time, date, and place of bid opening; and the location where plans or specifications can be obtained. Other pertinent information may be added if necessary for clarification.

Advertising is not required for Clergy, physicians, dentists, financial consultants and legal counsel services.

PUR 501-01-02: Required Advertising

The University is required to advertise solicitations for services if it is anticipated that the total cost will exceed \$50,000. Advertisement in a selected newspaper for one (1) or more issues, not less than two (2) weeks before bid opening.

PUR 501-01-03: Desirable Advertising

Advertising may be used for the procurement of supplies and equipment if:

- 1. The buyer recommends additional competition beyond the vendor list.
- 2. Wide publicity regarding the procurement is needed.
- 3. A concern for community relations exists.
- 4. The procurement is of a sensitive nature that would benefit from public advertising.

CROSS REFERENCE

PUR 303-00 Competitive Bidding (Complete Section)