CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

NORTHERN ARIZONA	POLICY PUR 502-03
UNIVERSITY	Section: Vendors
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Award of Contract	Effective date: 07/01/1996
Source: University policy	Revision date:
ABOR 3-803	

PURPOSE

To define the basis of awarding contracts for goods and services.

POLICY

PUR 502-03-01: Award for Competitive Bids

Contracts shall be awarded to the lowest responsible and responsive bidder whose bid conforms in all material respects to the requirements and criteria set forth in the bid. Tax levied by any political subdivision of the state is not to be considered as a factor in determining the low bidder. Prompt payment discounts ("cash discounts") will normally not be considered in determining the lowest bidder unless specified in the bid invitation, and then only if the cash discount period is 15 days or longer.

In case of a tie for low cost, the award will be made by drawing lots. At least one witness in addition to the buyer will be present when lots are drawn, and the results will be recorded and included in the contract file.

PUR 502-03-02: Award for Competitive Proposals

The contract shall be awarded to the responsible proposer whose proposal is the most advantageous to the University, taking into consideration the evaluation factors set forth in the RFP. No other factors or criteria may be used in the evaluation. Numerical weighting may be assigned to specific criteria but is not required. Price will be a factor, but the award will not necessarily be made to the proposer offering the lowest price.

The lowest cost in either bids or proposals may be measured as life cycle cost and takes into consideration transportation costs, energy costs, ownership costs, inspection costs, administration costs, opportunity costs, and other costs.

PUR 502-03-03: Multiple Awards

The director of Contracting and Purchasing Services may authorize a contract award to more than one supplier when it is in the interest of the university to have more than one source of supply for particular goods or services, or when a single supplier cannot provide all of the University's requirements in a timely manner.

It may be in the University's interest to make a multiple award to ensure a supply of critical goods or services, to reduce acquisition costs, or to increase the university's business activity with small, disadvantaged businesses.

While multiple awards are possible, the preferred procedure is to make a single award for each commodity or category of commodity.

CROSS REFERENCE

PUR 303-00 Competitive Bidding (Complete Section)