

BID AND QUOTE LIMITS

The University of Central Florida (UCF) has the authority to use contracts from other Universities, public and private, as well as contracts from other states, the federal Government, political entities, and educational cooperatives when determined to be cost-effective and in the best interest of the University. Purchasing can assist with the bid process if obtaining quotes becomes necessary.

UCF strongly encourages the use of minority businesses and their inclusion in the solicitation process. Minority businesses are those that are certified as minority-owned (African- American, Asian-American, Hispanic-American, and Native-American), woman-owned, service-disabled veteran-owned (M/WBE) or small business enterprise (SBE). We also track expenditures with small business concerns such as disadvantaged businesses and 8(a) companies. Contact Purchasing's Diversity in Contracts at purchdep@ucf.edu for further information on minority business listings.

Bid and Quote Guidelines

\$10,000.00 and Below	Quotes are not required. Competition is encouraged. Quotes from minority businesses are encouraged.
\$10,000.01 - \$35,000.00	Two or more informal price quotes are required. At least (1) quote from a certified small, woman or minority vendor is encouraged. Quotes can be obtained via telephone and annotated on the Purchase Requisition in the comments field or attached to the Purchase Requisition. Document as much information on the commodity/service as possible from each vendor (make, model, prices, delivery info, discounts, etc.) to assist Purchasing in properly comparing the quotes to determine the most reasonable cost.
\$35,000.01 - \$ 75,000.00	Three formal written quotes or more from different companies are required. At least (1) quote from a certified small, woman or minority vendor is encouraged. Quotes must be on the companies' stationary/fax cover, etc., and signed by their authorized rep. Quotes must be attached to the Purchasing Requisition.
\$75,000.01 and over	<p>Requires formal Invitation to Bid/Invitation to Negotiate. Minority business agencies are included in advertisements.</p> <ul style="list-style-type: none"> a. Purchasing reserves the right to compete any purchase request regardless of dollar amount when it is determined that better pricing is available. b. Waiver of Competition: It is a money saver to obtain competition for all purchases. The Purchasing Department can assist in obtaining quotes if a department's research falls short. As stated above, competition is required between \$10,000.01 and \$75,000.00, but Purchasing is aware that sometimes the required number of quotes is not possible. In those instances, Purchasing's management can waive the need for competition if the Request to Waive Additional Quotes is properly justified. The approved request to waive quotes must accompany the Purchase Requisition. Sole Source Certification forms are only required above \$75,000.01. c. \$500,000: The President is authorized to contract for goods and services up to any dollar amount and he approves any purchase exceeding \$500,000. The Director of Purchasing has authority up to \$500,000 but authorized to approve acquisitions exceeding that amount from a purchasing perspective if already approved by the President.