

# **Winston Salem State University Vendor's Handbook**

## **Mission Statement**

We strive to assist our customers to identify, select and acquire quality goods and services at competitive pricing. Our staff is committed to excellence and to providing innovative and effective processes that facilitate the procurement process.

This "handbook" was specifically designed to provide the reader easy access, and a clear understanding of purchasing practices, policies and procedures at Winston Salem State University.

While the "Vendor's Handbook" serves as a ready tool for information, it also provides insight into the purchasing requirements mandated to the University by the Department of Administration's Division of Purchase & Contract and the University of North Carolina System.

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## **Introduction to Purchasing at Winston Salem State University**

The primary goal of all purchasing at Winston Salem State University is to acquire the needs of the campus within statutory, regulatory and procedural guidance in an efficient and effective manner. In doing so, the University's Purchasing Department's objective is to purchase commodities and contractual services at a fair and reasonable cost with timely delivery and proper vendor performance.

The University's Purchasing Department is the sole department on campus having the authority to place purchase orders. The University's needs are comprised of commodities (i.e., supplies, materials, and equipment), contractual services (to include, personal, professional, and consultant services), and construction repair and renovation. These needs may be acquired through a purchase, rental, lease, lease-purchase or installment purchase.

Commitments made by individuals who do not have the specific authority to obligate the University may not be recognized by the University. Requests for deliveries of commodities or the performance of contractual services should not be fulfilled unless the individual making the request presents evidence of the purchase being authorized by the Purchasing Department.

The keystones to the University's purchasing processes are "competition" and the principles of fairness, impartiality, and propriety.

### **How to Contact the University Purchasing Department**

The Purchasing Department's office hours are 8:00 a.m. to 5:00 p.m. (ET).

The Purchasing Department is located at:

1604B Lowery Street  
Winston Salem, NC 27110

Phone: 336-750-2930

Fax: 336-750-8894

Mailings to the Purchasing Department may be addressed to:

WSSU Purchasing Department  
1604B Lowery Street  
Winston Salem, NC 27110

Vendors are encouraged to schedule an appointment with the Purchasing staff.

Vendors must obtain a temporary parking permit from the campus police department prior to visiting Purchasing Services or any other department on campus.

## Contact Us:

### **Purchasing**

1604-B Lowery Street  
Winston Salem, NC 27110  
336.750.2930 (o)  
336.750.8894 (f)

<b>Name</b>	<b>Title</b>	<b>Phone #</b>
Alan Ireland	Director of Purchasing	750-2930
Andrea Thompson	Assist. Director of Purchasing	750-2937
Jeanette M. Valentine	Purchasing Specialist	750-2933
Willa Dean Scott	P-Card Administrator	750-2943
LayPrecious Graves	Fixed Assets Officer	750-2735
Vacant Purchasing	Project Assistant	750-2930
Louis Forrisi	Purchasing Specialist Warehouse Manager	750-2776

### **Purchasing Practices at the University**

Competition serves as the basic architecture of all University purchasing. Awards are typically made to the lowest and most advantageous offer. Factors which are considered in making this determination include: product or service cost, quality, suitability and conformity, delivery and performance, the vendor's capacity and capability to perform.

Campus departments play an active role in performing value and price analyses prior to an award as well as in contract administration and quality assurance. Solely the University Purchasing Department, however, has the authority to alter any obligation legally created on behalf of the University as well as cause any termination action.

In addition to the competitive practices, purchasing at the University adheres to the use of State mandated and preferred sources of supply.

State Term Contracts are entered into by the State Division of Purchase and Contract and Information Technology Services to acquire favorable prices for many commonly used items across the state.

The University supports other programs levied by statute, to include:

Historically Underutilized Businesses (HUB) which include businesses which are: owned by minorities, women, and persons with disabilities; disabled business enterprises; non-profit workshops for the blind and severely handicapped. The University's use of HUB vendors broadens the competitive base of the University's purchasing.

Recycled Products are purchased where feasible and economically practical.

### **Vendors' Presence on the Campus of the University**

Vendors are welcomed to make sales calls on the campus of the University when pre-arranged and scheduled at the discretion of the campus department. Such sales calls should be limited to keeping the campus department informed of new items or services being introduced into the market and to provide information on various aspects of the vendor's products.

Vendors, however, are cautioned that campus departments may not commit the University at the time of the sales call. The use of vendor equipment for demonstration and evaluation purposes is permissible provided no obligation is made to the vendor to purchase the equipment. Any requirement resulting from the sales call will be properly processed according to University purchasing practices.

Arrangements for space for product demonstrations may be requested when submitted through the appropriate campus department head and the Purchasing Department. The vendor will be responsible for all expenses incurred in such a demonstration. The University will not accept any responsibility for the safety of the vendor's equipment nor obligate itself to any purchase as a result of the demonstration.

When a vendor offers equipment for evaluation without the obligation to purchase and the campus department is willing to have the equipment installed for evaluation purposes, the vendor must secure a written agreement with the Purchasing Department to such effect prior to placing the equipment on the campus.

#### **Vendors' Gifts/Meals/Gratuities/Collusion/Debarment**

Vendors are cautioned that State statute (North Carolina General Statute 133-32) prohibits State employees from accepting gifts, favors or gratuities from vendors. The statute states that it is unlawful for any vendor who has a current contract with a governmental agency, has performed under such a contract within the past year, or anticipates participating in the solicitation of such contract in the future to give gifts or favors to any employee who is charged with preparing plans, specifications, or estimates for public contract, awarding or administering such contracts, or inspecting or supervising contract performance. This exclusion also applies to any State employee willfully receiving or accepting such gifts or favors.

In addition to these restrictions, vendors are required to certify (North Carolina General Statute 133-30) while participating in the University's purchasing that any offer, quotation or proposal it may submit is not arrived at collusively nor otherwise in violation of Federal or North Carolina antitrust law. General Statute 143-54 provides for the penalty of perjury in the instance of any found violations.

All vendors seeking to do business with Winston-Salem State University will be reviewed for debarment status with the state and federal authorities. This information can be found at:

Federal: [sam.gov/SAM/](http://sam.gov/SAM/)  
State: [pandc.nc.gov/actions.aspx](http://pandc.nc.gov/actions.aspx)

**Figure 1: University Purchasing & Competition Thresholds**  
**University Purchasing “Benchmark”**

Commodity requirements submitted to State Division of Purchase & Contract for purchase	Up to \$250,000
Contract Services solicited by University and submitted to State Division of Purchase & Contract for approval	Up to \$250,000
Consultant Services solicited by University and submitted to State Division of Purchase & Contract for approval by the State Office of the Governor	Up to \$250,000
Competition Required (defined as three or more offers)	Above \$5,000
Written Proposals obtained by Departments (within 30 days)	\$5,000 - \$25,000
Written Proposals obtained by Purchasing (within 60 days)	\$25,000 - \$250,000
Solicitation posted to the State Interactive Purchasing System (IPS) Website by Purchasing Department	Above \$25,000
Request forwarded to State Division of Purchase & Contract for processing	Over \$250,000

**Figure 2: University Methods of Purchasing from Commercial Vendor**

Purchase Orders	Not constrained by dollar value	Issued by Purchasing Department; competition required above \$5,000; price and value analysis performed prior to issuance of Purchase Order; Vendor not to perform nor deliver without receipt of Purchase Order or confirmation of award by Purchasing Department
PCard	\$2,500 or Less	VISA Card

Figure 3: University Methods of Soliciting Commercial Vendors

Request for Proposals (RFP)	\$5,000 - \$25,000	Department solicits quotes- minimum 3. All quotes forwarded to Purchasing by SU Express for issuance of Purchase Order	Cost and delivery usually the dominate award factor
Request for Proposals (RFP)	\$25,000 - \$250,000	Issued by Purchasing Department using State P&C forms on a competitive basis. Department enters requisition in SU Express for issuance of a Purchase Order which is acceptance of the proposal and serves as a binding contract for the order.	Cost and delivery are usually the dominate award factors although other factors may be considered.
'Two-Step' Request for Proposals (RFP)	\$5,000 or greater up to \$250,000	Issued by Purchasing Department using State P&C forms on a competitive basis where Vendor must submit separate Technical and Cost Proposals; only Cost Proposals of Vendors whose Technical Proposals are accepted are considered for award. University's issuance of a Purchase Order is acceptance of Vendor's proposal and forms binding contract.	Cost is usually not the dominate award factor; Evaluation of Vendor's offered commodity/ service along with past performance may be dominate award factors.
Invitation for Bid (IFB)	\$5,000.00-\$250,000	Issued by Purchasing Dept. using State P&C forms. University's issuance of a Purchase Order is acceptance of bid and forms a binding contract.	Generally issued for commodities, compliance with specifications, cost, and delivery are major award factors

<p>Invitation for Bid (IFB)</p>	<p>\$25,000 or greater up to \$250,000</p>	<p>Issued by Purchasing Department using State P&amp;C forms via IPS website to secure pricing on a competitive basis. University's issuance of Purchase Order is acceptance of Vendor's bid and becomes binding upon Vendor's performance.</p>	<p>Compliance with specifications, cost and delivery are major award factors.</p>
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