

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 in the bid process if obtaining quotes becomes necessary.

NEW PROCEDURE UPDATE- 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, tamhall@mail.ucf.edu, for further information on minority business listings.

Bid and Quote Guideline

- \$10,000 and Below Additional quotes are not required. Competition is encouraged. Quotes from minority businesses are encouraged.
 - \$10,001.01 - \$25,000 Two or more informal price quotes are required. **At least 1 quote from a certified minority vendor is encouraged.** Quotes can be obtained via phone or attached to a Purchase Requisition. It is important to be as detailed as possible about specifics.
 - \$25,000.01 - \$ 50,000 Three or more written quotes from competing companies are required. Must be submitted on vendor letterhead, and signed by authorized representative. **At least 1 quote from a certified minority vendor is encouraged.**
 - \$50,000.01 and over Requires formal competitive bids processed by the Purchasing Department. **Minority business agencies are included in advertisements.**
- Sole Source Forms are not required for purchases below \$ 50,000.
 - Purchasing reserves the right to bid any requirement exceeding \$25,000 when determined to be in the best interest of University of Central Florida.

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