

# UNIVERSITY OF CENTRAL FLORIDA PROCEDURES MANUAL

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## TABLE OF CONTENTS

### **1 INTRODUCTION & POLICY**

- A. Introduction
- B. Mission Statement
- C. Staff
- D. Authority and Responsibility
- E. Authority to Purchase (Departments Other than Purchasing)
- F. Ethics and Standard of Conduct
- G. Conflict of Interest and Gratuities
- H. Prohibited Purchases
- I. Purchases for Individuals
- J. Splitting of Orders

### **2 DEFINITIONS**

### **3 REQUISITIONS**

- A. Electronic Purchasing System
- B. General Monetary Levels and Limits for Additional Approvals
- C. Purchasing Card
- D. Purchasing Cycle
- E. Requisitions
- F. Price Determination
- G. Pre-Payments
- H. Reimbursement for Expenses Other Than Travel
- I. Memberships
- J. Advance Payments

### **4 PURCHASE ORDER**

- A. Purchase Order
- B. Confirming Order

- C. Change Order
- D. Blanket Order

### **5 BIDS/PROPOSALS**

- A. Bids
- B. Proposals

### **6 EXEMPTED PURCHASES**

- A. Exceptional Purchase
- B. Sole Source Purchase
- C. Emergency Purchase
- D. Sponsored Research Exemption

### **7 PRINTING**

- A. Acquisition of Printing
- B. Printing Policies and Procedures

### **8 OTHER SPECIAL PROCEDURES**

- A. Leases: Installment-Sales Acquisitions of Equipment
- B. Leases: Real Property
- C. Contracts: Annual or Term
- D. Contractual Services
- E. Personal Service
- F. Motor Vehicles, Watercraft, Other
- G. Duplicating/Copier Machines
- H. Hazardous Materials
- I. Insurance
- J. Subscriptions: Magazines and Newspapers
- K. Advertisements: Newspaper/Publication
- L. Furniture and Furnishing Standards

- M. Moving Expense
- N. Hotel Accommodations and Meals: Direct Payment
- O. Renovation and Alteration Projects
- P. Uniforms
- Q. Approvals: External Agency or Government
- R. Information Technology Resource Equipment
- S. Communications Equipment

**9** **RECEIVING**

- A. Receiving Report
- B. Unsatisfactory Shipment
- C. Unsolicited Goods

**10** **PROTEST/DEBARMENT**

- A. Authority to Resolve Protested Solicitations and Awards
- B. Authority to Suspend or Debar Vendors

**11** **SMALL, MINORITY & WOMEN OWNED BUSINESSES**

- A. General
- B. Definitions
- C. Coordination with other Offices
- D. Vendor Development
- E. Directories
- F. Diversity in Contracts Manager

**12** **SURPLUS PROPERTY**

- A. Surplus Property
- B. Surplus Property Warehouse
- C. Disposition of University Owned Tangible Property

# INDEX

## ALPHABETICAL ORDER

- [Advance payment \(pg 13\)](#)
- [Advertisements: Newspaper/publication \(pg 33\)](#)
- [Approvals: external agency of government \(pg 37\)](#)
- [Authority and Responsibility \(pg 1\)](#)
- [Bids \(pg 16\)](#)
- [Blanket orders \(pg 15/16\)](#)
- [Change orders pg 14/16\)](#)
- [Communications equipment \(pg 38\)](#)
- [Confirming orders \(pg 14\)](#)
- [Conflict of interest and gratuities \(pg 3\)](#)
- [Contracts: Cooperative purchasing \(pg 25\)](#)
- [Contracts: State of Florida \(pg 25\)](#)
- [Contracts: Term or annual \(pg 24\)](#)
- [Contractual services \(pg 25\)](#)
- [Definitions \(pg 5\)](#)
- [Duplicating/copier machines \(pg 30\)](#)
- [Emergency purchase \(pg 19\)](#)
- [Ethics and standard of conduct \(pg 3\)](#)
- [Exceptional purchases \(pg 17\)](#)
- [Furniture and furnishing standards \(pg 33/34\)](#)
- [Hazardous Materials \(pg 30/31\)](#)
- [Hotel accommodations and meals: Direct payment \(pg 36\)](#)
- [Information technology resource equipment \(pg 37\)](#)
- [Insurance \(pg 32/33\)](#)
- [Introduction \(pg 1\)](#)
- [Leases: Equipment \(Installment Purchases\) \(pg 22/23\)](#)
- [Leases: real property \(pg 23\)](#)
- [Memberships \(pg 13\)](#)
- [Mission statement \(pg 1\)](#)
- [Monetary levels and limits for additional approvals and/or procedures \(pg 8/9\)](#)
- [Motor vehicles, watercraft, other \(pg 27/29\)](#)
- [Moving expenses \(pg 34/36\)](#)
- [P-card \(pg 9\)](#)
- [Personal service \(pg 26/27\)](#)
- [Pre-payments \(pg 12\)](#)
- [Price determination \(pg 12\)](#)
- [Printing \(pg 19/22\)](#)
- [Prohibited purchases \(pg 4\)](#)
- [Proposals \(pg 17\)](#)
- [Protests \(pg 42\)](#)
- [Purchase order \(pg 14\)](#)
- [Purchasing cycle \(pg 9/10\)](#)
- [Receiving \(pg 40\)](#)
- [Reimbursement for expenses other than travel \(pg 12\)](#)
- [Renovations and alteration projects pg 36/37\)](#)
- [Requisitions \(pg 10/11\)](#)
- [Small, Minority and Women Owned Business \(pg 44/45\)](#)
- [Sole source purchase \(pg 18\)](#)
- [Sponsored research exemption \(pg 19/20\)](#)
- [Staff \(pg 1\)](#)
- [Subscriptions: Magazine and Newspaper \(pg 33\)](#)
- [Surplus property \(pg 46\)](#)
- [Suspend or debar vendors \(pg 43\)](#)
- [Uniforms \(pg 37\)](#)

## **INTRODUCTION & POLICY**

### **A. Introduction**

Purchasing is an important function of administrative management at the University of Central Florida. The purchasing function is assigned to the Purchasing Department, which is a service department organized to support the students, the instructional and research efforts of faculty and staff, as well as other University service departments.

Purchasing involves the acquisition of equipment, furnishings, supplies, facility improvement services, preventive maintenance services, contractual services, and leases of space for the University within pre-established budgetary constraints. Purchasing also includes assisting with the planning and preparation of bid and proposal specifications; initiating formal quotations, proposals, and bids; conducting public bid and proposal openings; evaluating bids and proposals and awarding and administering all contracts until final completion or termination.

This manual reflects the statutory requirements of the State of Florida, rules and directives established by the Department of Education, and standard practices in the public university system of Florida, as applicable. The requirements stated herein shall apply to all purchases of commodities and services whether funded by state appropriation, grants, contracts, etc., except University direct-support organizations, Support Funds (concession funds, UCF Foundation, UCF Athletics Association, Alumni Association non-appropriated funds, etc.). Excepted funds may be expended otherwise as directed by the President.

### **B. Mission Statement**

The mission of the University of Central Florida Purchasing Department is to support the academic and administrative departments in the timely procurement of goods and services to sustain, foster, and promote the educational and research mission of the university. This shall be accomplished in the most ethical, efficient, and courteous manner possible while adhering to the letter and intent of all applicable laws.

### **C. Staff ([Purchasing Staff](#))**

### **D. Authority and Responsibility**

Florida Statutes 1001.74 (4), (5), (17), (23), (24), (29), (34), 1001.75 (5), (16), (19); Florida Administrative Code, Chapter 6C7-7.130. The Board of Trustees constitutes the contracting agent of the university. The President is the chief executive officer of the university and is responsible for the operation and administration of the university. The president or the president's designee is vested with the powers, duties, and authority that is vested with the university.

In accordance with Florida Administrative Code 6C7-7.130, the University Board of Trustees has authority to establish a system of coordinated procurement policies, procedures, and practices to be used in acquiring commodities and contractual services required by the University. The Purchasing Department has the duty to:

1. Develop purchasing procedures.
2. Canvas sources of supply and contracting for the purchase or lease of all commodities and contractual services for the University, in any manner, including purchase by installment or lease-purchase contracts. Installment or lease-purchase contracts may provide for the payment of interest on unpaid portions of the purchase price.
3. Recommend or advise the suspension or debarment of a contractor in accordance with Rule F.A.C. 6C7-7.124.
4. Plan and coordinate purchases in volume and negotiate and execute agreements and contracts for commodities and contractual services under which the University may make purchases.
5. Develop an Annual Certification List to serve as a waiver of the competitive solicitation requirement for commodities/ services that are frequently purchased and are available from a single source.
6. Evaluate and approve contracts let by the Federal Government, other states, political subdivisions, or any independent college or university or educational cooperative or educational consortium for the procurement of commodities and contractual services, when it is determined to be cost-effective and in the best interest of the University to make purchases under contracts let by such other entities.
7. Elect as an alternative to any provision in Section F.S., 120.57(3)(c), to proceed with a bid solicitation or contract award process when it is set forth, in writing, that the particular facts and circumstances which demonstrate that the delay due to staying the solicitation or contract award process would be detrimental to the interests of the University. After the award of contract resulting from a competitive solicitation in which a timely protest was received and in which the University did not prevail, the contract may be canceled and re-awarded to the prevailing party.
8. Award contracts for commodities and contractual services to multiple suppliers, if it is determined to be in the best interest of the University. Such awards may be on a university, regional or multiple state university-wide basis and the contracts may be for multiple years.
9. Reject or cancel any or all competitive solicitations when determined to be in the best interest of the Institution.
10. Inspect the part of the plant or place of business to determine the capability of contract performance of a contractor or any subcontractor which is related to the performance of any contract awarded or to be awarded by the University, when specified in the agreement.
11. Prescribe the methods of securing bids or negotiating and awarding contracts.
12. Negotiate the best terms and conditions, from the source determined by Purchasing to be in the best interests of the university, in the event that no bids are received.

13. Develop, distribute, and maintain the policies and procedures manual of the University Purchasing Department.

## **E. Authority to Purchase (Departments Other Than Purchasing)**

The President has delegated the following University positions, not under the supervision of the Director of the Purchasing Department, contracting duties as indicated. All such contracts shall be in compliance with the provisions of F.A.C. 6C7-7.130 and University Rules and must be reviewed by the University Attorney, unless otherwise exempt. Signature authority is limited to educational service contracts not exceeding \$50,000 and not exceeding \$500,000 for all others. Department heads authorized to execute contracts may, for periods of their temporary absence, authorize their principal assistants or immediate supervisor to execute such documents. Such authorization shall be in writing.

1. **Vice President for Research or Director of Sponsored Research** - Contracts for instructional activities or instructional development paid from external sources, and research contracts, subcontracts and grants funded from external sources.
2. **Director of Libraries** - Purchases of books and library media.
3. **Director of Activity & Service Fee Business Office** - Contracts for student entertainment.
4. **Director of Computer Services** - Purchases of computers, software, and associated supplies for resale to faculty, staff, and students.

## **F. Ethics and Standard of Conduct**

All University personnel engaged in purchasing and related activities shall conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the University and the taxpayers of Florida. All University personnel engaged in the purchasing cycle are bound by the standard of conduct for public officers and employees set forth in Chapter 112, [Standard of Conduct](#) Part 3, Florida Statutes, and shall file a Conflict of Interest Statement annually.

## **G. Conflict Of Interest and Gratuities**

### **Conflict of Interest - F.A.C. 6C7-3.008**

The policies and requirements set forth in the Board of Governors Rule F.A.C. 6C-5.945, entitled "Employee Ethical Obligations and Conflicts of Interest" and in F.S. Chapter 112, shall apply to all UCF employees including Faculty, Administrative and Professional staff and University Support Personnel System employees whether or not they are members of a bargaining unit.

1. **Conflict of Interest:** It shall be a breach of ethical standards for any employee of the University to participate directly or indirectly in the purchasing process when the employee knows that:

- a. He/she or any member of his/her immediate family (spouse, children, parents, brothers or sisters) will benefit from a University purchasing transaction;
  - b. A business or organization in which he/she, or any member of his/her family as indicated above, has a financial interest and will benefit from a University purchasing transaction; or,
  - c. Any other person, business, or organization with whom he/she or any member of his/her immediate family is negotiating or has an arrangement for employment and will ultimately benefit from a University purchasing transaction.
  - d. All employees having a financial interest in a private concern shall file a statement annually with the President disclosing such interest.
2. **Gratuities:** It shall be a breach of ethical standards for any person to offer, give, or agree to give, any employee, or former employee, a gratuity of any kind. In addition, it shall be a breach of a standard for any employee to solicit, demand, accept, or agree to accept from another person, a gratuity of any kind, in connection with any decision, approval, disapproval, or recommendation affecting a University purchase.

## H. Prohibited Purchases

The University of Central Florida is adopting the guidelines from the State Comptroller Rules. UCF also has a new [Fund Use Guideline](#) which addresses many of the situations in this section. The Rules of the State Comptroller state that expenditures from State funds, or other funds housed in the State Treasury, for the items listed below are prohibited unless “expressly provided by law” or meet the statutory needs of the agency:

1. Congratulatory telegrams;
2. Flowers and/or telegraphic condolences;
3. Plaques for outstanding service (with the exception of employee awards less than \$50);
4. Entertainment for visiting dignitaries;
5. Refreshments or food products;
6. Decorative items, such as lamps, globes, statues, plants, picture frames, wall hangings, etc;
7. Christmas or other greeting cards and postage for such cards;
8. Personal subscriptions to magazines and trade journals;
9. Desk pen sets, except those available from the Office Supply Store;
10. Coffee and coffee brewing devices;
11. Portable heaters or fans for personal use;

12. Refrigerators for personal use;
13. Stoves and microwave ovens for personal use;
14. Smoke filters and smokeless ashtrays;
15. Purchases of food products, room rentals, and entertainment, with the following exceptions:
  - a. Products are to be used directly in instruction and/or research;
  - b. Expenditures are specifically provided for in the terms of a contract, grant, or donation;
  - c. Participants fees have been collected for the express purpose of paying for such items.
16. Bottled Water: Must have prior approval of Environmental Health and Safety.
17. Funds may not be expended to satisfy the personal preference of employees (for example: an agency may not purchase more expensive office furniture or equipment than is necessary to perform its official duties because the employee prefers a more expensive item).

#### **I. Purchases for Individuals**

The Purchasing Department is not authorized to make purchases for any individual or non-University organization.

#### **J. Splitting Of Orders**

The Attorney General has ruled that deliberate attempts to split orders, where the purpose is to keep the total cost of each order below the bid limit, and failure to combine orders, when practical, for the interest of economy, is an evasion of the State purchasing law and, therefore, is unlawful.

## **2. DEFINITIONS**

- A.** Artistic Services – Services provided by an individual or group of individuals who profess and practice a skill in the area of music, dance, drama, folk art, creative writing, painting, sculpture, photography, graphic arts, web design, craft arts, industrial design, costume design, fashion design, motion pictures, television, radio or tape and sound recording or in any other related field.
- B.** Class B Printing – Shall be defined as that portion of printing (other than Class A Legislative Printing) which may be circulated to and/or used by the general public and public or governmental entities other than agencies of the State of Florida.
- C.** Commodity – Any of the various supplies, materials, goods, merchandise, food, equipment or other personal property, including a mobile home, trailer or other portable structure, which are purchased, leased, lease-purchased or otherwise contracted for by the University.

“Commodity” also includes interest on deferred-payment contracts entered into by the University for the purchase of other commodities. Printing of publications shall be considered a “commodity” when let upon contract either in accordance with Section 283.33, F.S., or in accordance with University guidelines. Software to be used pursuant to license agreements shall be considered a “commodity.”

- D.** Competitive Bid/Proposal – The response submitted to an Invitation to Bid, Invitation to Negotiate, or a Request for Proposal by responsive and qualified bidders or proposers.
- E.** Competitive Solicitation – An Invitation to Bid, Request for Proposal or Invitation to Negotiate to competitively select a contractor.
- F.** Contractor/Vendor – A person or firm who contracts to sell commodities or contractual services to the University.
- G.** Contractual Service – The rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. This definition applies to individuals who are not performing the duties of an authorized position. “Contractual service” does not include labor or materials or selection of professional services for the construction, renovation, repair or demolition of facilities, pursuant to Chapter 255, F.S.
- H.** Definite Quantity Contract – Definite Quantity Contract whereby the contractor(s) agrees to furnish a specific quantity of an item or items at a specified price and time. Delivery and acceptance of the specific quantity at the University of such place designated in the contract completes such contract.
- I.** Department – Department means any college, school, department, principal investigator, club, organization or other budget entity which has been assigned a departmental account number by the University Controller.
- J.** Direct Owner Purchase – The purchase of materials and equipment by the university that are originally included in a Construction Managers, Contractors or subcontractors bid or proposal for a university construction project.
- K.** Extension – An increase in the time allowed for the contract period.
- L.** F&A – Refers to the Finance and Accounting Office or one of their employees.
- M.** Independent Contractor – A person or firm who provides a service to the University, but does not have any employment or other relationship or connection with that University, except as provided in Section 112.313, F.S.
- N.** Informal Quote – An Informal Quote is defined as either a written or verbal quotation not requiring a public opening of such at a specific time or date. Written evidence of verbal quotations shall be maintained.
- O.** Invitation to Bid – A written solicitation for competitive bids with the title, date, and hour of the public bid opening designated and the commodity, group of commodities or services defined, for which bids are sought.

- P.** Invitation to Negotiate – An invitation extended to prospective contractors by the University, whether by advertisement, written solicitation, electronic media or any other form of communication, to define the specifications, terms and conditions of a contract for commodities or contractual services. Cost may or may not be a consideration in the initial stages of negotiating.
- Q.** Minority Business Enterprise – A business concern as defined in Section 288.703(2), F.S.
- R.** Term or Annual Contracts - Indefinite Quantity Contract - The Purchasing Department shall secure term or annual contracts whenever possible. The essential features of this type of contract are the establishment of a source(s) of supply, for a specified commodity or group of related commodities, or services for stipulated prices and periods of time. The specified period of time or date completes such contract. Contracts offer the economy of large-scale purchasing, although requirements are spread over an extended period of time.
- S.** President – The chief executive officer of the University, responsible for its operation and administration.
- T.** Printing – The term “printing” shall include “commercial printing services” and shall mean and include any mechanical process whereby ink is transferred to paper, except internal photocopy reproduction. Printing shall include duplicating when used to produce publications and also the process of and the materials used in binding.
- U.** Public Entity Crime – A violation of any state or federal law by a person in the transaction of business with any public entity of any state or with the United States government involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
- V.** Purchase – An acquisition of commodities, services, or licenses obtained by purchase order or contract whether by rent, lease, installment or lease-purchase, outright purchase.
- W.** Purchases for Resale – The purchase of commodities or contractual services acquired for the purpose of selling them for the benefit of the University.
- X.** Purchasing Activity - A University activity, delegated by the University President, to develop descriptions/specifications, to select and solicit sources, to prepare award of contracts for commodities and services, to perform post-award functions, and to administer contracts.
- Y.** Purchasing Officer - A person, delegated the authority by the University President, to enter into, administer, modify, or terminate contracts and make related determinations and findings. The term includes any authorized representatives of the Purchasing Officer acting within the limits of their authority.
- Z.** Renewal – Contracting with the same contractor for an additional period of time after the initial contract term, provided the original terms of the agreement specify an option to renew.
- AA.** Request for Proposal – A written solicitation for competitive proposals for commodities or contractual services with the title, date, and hour of the public opening designated. The request for proposal may be used when the scope of work is not clearly defined.

- BB.** Small Business Enterprise – An independently owned and operated business concern that employs fewer than 100 permanent full-time employees, and has a net worth of not more than \$3 million.
- CC.** Valid Response – A responsible offer of full compliance with the bid specifications and conditions.

### 3. REQUISITIONS

#### A. Electronic Purchasing System

The PeopleSoft Financial software system includes a purchasing module that is web based. Departments can create, approve and budget check requisitions at their own location which are then available for Purchasing (and in some cases F&A and Travel) to source to Purchase Orders. Departments must have approved personnel properly trained through the Financials Training Program to enter and approve requisitions. It is mandatory for approvers to be on the department or project [Departmental Authorization List \(DAL\)](#). Go to the Project Leading Initiative for Transition off Florida FLAIR (Liftoff) for details: <http://www.financials.ucf.edu/>

#### B. General Monetary Levels and Limits for Additional Approvals and/or Procedures

1. **\$10,000 and below:** Additional quotes not required. Competition is encouraged.
2. **\$10,000.01 - \$25,000:** Two or more informal price quotes required. These quotes can be obtained by telephone and simply written on the Purchase Requisition or submitted as an attachment to the requisition. Obtain and forward as much information on the commodity/service as possible from each vendor (make, model, prices, delivery info, discounts, etc.) to help us properly compare the quotes to determine the most reasonable cost.
3. **\$15,000:** The State Technology Office (STO) must approve the purchase or lease of new telephone systems if the cost is \$15,000 or more (F.S. 282.102{16}), but all requests for inter-city (voice and data) circuits, all SUNCOM access and transport services, and additions to consolidated voice systems that exceed 25 lines, and all additions to SUNCOM intra-city network services will require State Technology Office prior approval, regardless of cost. In order to obtain STO's approval for such communications services/equipment, all acquisitions/requests must be processed through TeleData Services.
4. **\$15,000:** The State Technology Office purchase or lease of communications equipment if the acquisition exceeds \$15,000 (F.S. 282.102{16}). In order to obtain STO's approval for such communications services/equipment, all acquisitions/requests must be processed through TeleData Services.
5. **\$20,000:** Information technology resource acquisitions require approvals. Contact TeleData Services.
6. Computer Services & TeleData Services must review and approve all acquisitions of communications services or equipment regardless of the monetary amount, e.g., cellular services, voice/data/video circuits, Internet Services, radios (portables and two-way

repeaters), and etc. UCF departments must have TeleData Services' approval on all such requisitions before forwarding to UCF Purchasing. **Note: Communication Purchase Lease Agreements (CPLA) and Communication Service Agreements (CSA) are not needed when renewing annual contracts for existing services, e.g. cellular services. Include the cell number and owner's name when submitting the Blanket Purchase Order request.**

7. **\$50,000:** Leases of equipment for which the annual rental fee is more than \$50,000 requires approval by the Finance and Accounting Quality Control Unit. State Comptroller's advance approval is required only in cases where the Comptroller's Equipment Financing Plan (CEFP) is used for major equipment purchases.
8. **\$25,000.01 - \$50,000:** Three or more written quotes from the company. These must be submitted with the purchase requisition on the companies' stationary/fax cover, etc., and signed by their authorized rep.
9. **\$50,000.01 – Above:** Require formal bid/proposal.
  - a. Purchasing reserves the right to bid any requirement exceeding \$25,000 when it is determined that better pricing could be obtained.
  - b. Waiver of Competition: it's a money saver to obtain competition for all purchases, and the purchasing department can assist in obtaining quotes if a department's research falls short. As stated above, quotes are required between \$10,000.01 and \$50,000, but we are aware that sometimes the required number of quotes cannot be found. In those instances, Purchasing's management can waive the need for competition if the Request to Waive Additional Quotes is properly justified. The request to waive quoting must accompany the requisition (can be written in the comments section). Sole Source Certification forms are not required below \$50,000.
10. **\$500,000:** The President is authorized to contract for goods and services up to any dollar amount and he/she approves any purchase exceeding \$500,000. The Director of Purchasing has authority up to \$500,000.

### **C. Purchasing Card**

1. **General:** The University operates its own Purchasing Card Program through an arrangement with Bank of America. This program is intended to streamline processes, improve management reporting and reduce the cost of making small dollar purchases and official travel reimbursements.
2. **UCF Structure:** Finance and Accounting is the issuing authority for the purchase card, which acts basically as a charge card, and a Purchasing Card Administrator has been named to coordinate the program. Individuals in good standing will be selected by departmental authority to be cardholders, which then may be used to purchase goods and/or travel for official state business. Contact the Purchasing Card Administrator in Finance and Accounting for further information concerning this program.

### **D. Purchasing Cycle**

1. **The Purchasing Cycle** is the normal cycle to be followed when securing material by requisition through the Purchasing Department. User departments are encouraged to contact Purchasing prior to preparing a requisition to secure the correct ordering information, source of supply, prices, terms, etc. Listed below is a schedule of approximate minimum processing times for the issuance of a purchase order **once the requisition has been approved** for purchasing action:
  - 2 Calendar days if non-bid/quote requirement
  - 3 Calendar days if only oral quotations are required
  - 5 Calendar days if informal written quotation(s) is/are required
  - 30+ Calendar days if formal bids are required
  - 60+ Calendar days if formal Request for Proposal is required
  - 15-20 Additional days if external level approval(s) is/are needed for any of the above.
2. Requisition consolidation - Unless adequate justification to the contrary is furnished in writing, all requisitions for similar items which may be purchased from the same type of vendor(s) will be consolidated by the Purchasing Department. The price determination is then made in accordance with the total value of the consolidated items.

## E. Requisitions

1. The requisition is the most important document in the purchasing cycle. It provides the information required to initiate the purchasing transaction. Complete and correct preparation of the requisition form expedites the purchasing process. The requisition process is used to request purchases of all commodities/services through the Purchasing Department.
2. The procedures set forth below outline the manner in which the requisition should be completed:
  - a. All requisitions must be approved by two individuals - the initiator and another who is authorized to make purchases appearing on the Departmental Authorization listing (DAL) maintained by Finance & Accounting. It is not necessary for the initiator's name to appear on the DAL. **Signatures or approvals will be checked against DAL on all requisitions.**
  - b. Requisitions which are not properly completed may be placed on hold for the requisitioning department to supply additional information (i.e. VP signature for all appropriate dollar thresholds, sole sources, employee move forms, etc.).
  - c. When preparing requisitions for items that have been ordered previously, it may be helpful to refer to the old purchase order or requisition issued for the items. This will serve as a guide for product description, vendor name and address, pricing, and special note actions. Old Purchase Requisitions may be **"copied"** into new Requisitions and changes could then be made.
  - d. Requisitions are subject to audit and are also the primary means of written communication between the departments and Purchasing; therefore, the following helpful hints are provided:

1. Use only common non-technical abbreviations;
2. Use the Header Comments of the Requisition to provide any special instructions, such as warranties required, phased delivery dates, requests for departures from normal purchasing procedures, special justifications, special terms or conditions to be included on the Purchase Order, etc.;
3. For requisitions requiring oral or written price quotes, list any vendors known to be able to furnish the required items, particularly those whom you have already contacted;
4. Requisitions should be submitted to Purchasing sufficiently in advance of need for the goods and/or services in order to permit adherence to normal purchasing processing procedures.
5. Account numbers on Requisitions must start with a "7". Ensure the right category code is used. Use the prefix numbers in the description of the category to get the right account, i.e. "Maint. Part Supply...Acct 736XXX".
6. Provide detailed information in the description.
7. Line items must be listed individually if more than one item.
8. Select vendor under header defaults. If vendor is not in system, e-mail [purchdep@mail.ucf.edu](mailto:purchdep@mail.ucf.edu) with the following information: Vendor name, phone number and fax number (e-mail and website are encouraged if known). A W-9 must be provided by the vendor. Vendor cannot be entered and utilized without the W-9.
9. Use Standard Comments Department D001 on all requisitions under the header comment link to provide department contact information.
10. Departmental location information must be provided on distribution link from schedule tab.
11. Ensure delivery location and if it is other than receiving, put it under one time address link on schedule tab. **The one-time address link can be used only with prior approval from Purchasing.** Also include a statement in header comments. **It is prohibited to have official shipments shipped to an individual's personal address.**
12. If the requisition is a change order, please put this in Change Order # \_\_\_ to Purchase Order # \_\_\_ in the description. Amount should be for change only.
13. OOR approval is required before submitting the requisition if the item(s) to be purchased exceed \$1000,00 for a Contracts and Grant account (including parts that exceed \$1,000.00 and will work together as one). An easy way to determine if OOR approval is needed for a project is if the fund codes are:

21028, 21029 and 21030.

14. Approvers should not make changes to the requisition without the Requestor's knowledge. Requestors are to review the online purchase order to ensure changes was not made.
3. **Expense vs. Equipment** - For the purpose of this section, the definition of Equipment is: equipment, fixtures and other tangible personal property of a non-consumable and non-expendable nature, the value or unit cost of which is \$1,000 or more, and the normal expected life of which is 1 year or more; and hardback bound books for general circulation, the value of which is \$25 or more; and hardback bound books not for general circulation, the value of which is \$250 or more.

If you are purchasing accessories and components that are necessary to complete a set, kit, or system, they may be included with the equipment items(s) as a part of the unit. The entire purchase will then be coded as equipment expenditure. Finance & Accounting is the final authority for determination of Equipment vs. Expense and the most appropriate account code.

#### **F. Price Determination:**

1. For requisitioning purposes, departments may obtain cost estimates from catalogs, prior orders, or vendors. When securing vendors' estimates, requisitioners should be careful to avoid the impression that he or she is asking for an official bid or placing an order.
2. Upon receipt of the requisition, the Purchasing Department will determine the method to be used to obtain the actual purchase price.

#### **G. Pre-Payments**

**General:** The Pre-Payment Purchase Order, previously called The Payment Authorization/Short Invoice is used to make payments in advance of receipt of goods and services when required by vendor and when authorized by F&A. The vendor should provide a statement on vendor letterhead or invoice that states, "prepayment required," if the vendor requires a prepayment for something that would normally be paid for after receipt.

This PO may be used for certain types of advance registration fees (specifically non-travel); payments to other governmental agencies (Journal Transfers to other state agencies, etc.); payments for grants in aid and/or scholarships, dues, fees, etc., and has a specific category of "Prepayment."

Other "types" of prepayments which have specific PeopleSoft categories include subscriptions, memberships, non-contract postage, fellowships, field advances, and stipends.

The Pre-Payment Purchase Order **should not be used** to pay invoices for goods or services that have been ordered without advance approval from the Purchasing Department or without a purchase order. Those purchases may be considered either confirming orders and/or after the fact purchases which will require additional information noted in the requisition header comments.

#### **H. Reimbursement for Expenses Other Than Travel**

The old Reimbursement Vouchers were replaced by PeopleSoft Purchase Orders but the policy stayed basically the same. The reimbursement method is in place to reimburse UCF employees for small out-of-pocket expenses incurred as a result of the employee being in a situation that prevented them from submitting a purchase requisition to the Purchasing Department (i.e. purchase of books, other printed materials or copies while attending an out of town meeting, meals incurred related to search committees, expressway tolls, etc). The reimbursement method should not be used to make purchases that could be bought by the Purchasing Department or PCard (computers, research supplies, routine office supplies, etc.)

UCF Departments lose tens of thousands of dollars annually in tax payments due to UCF employees using personal funds to procure commodities and services, and then submit a requisition for reimbursement. We processed 3,297 reimbursement vouchers totaling \$538,751.63 during fiscal year 02/03. That comes to an approximate loss of \$35,000 due to taxes incurred.

Note: Purchases through official channels (Purchasing Department or PCard) are tax exempt, while vendors charge taxes to employees using personal funds to make official purchases.

UCF employees should not use their personal funds to procure commodities or services then seek reimbursements simply because they did not plan for the need or because they prefer to buy it off the shift without going through normal purchasing procedures. There are many ways to buy things very quickly such as PCard or urgent requests through Purchasing, so please use these methods and help save valuable tax dollars.

## I. Memberships

1. **General:** Memberships shall be essential to the duties and responsibilities of the University and meet the criteria as set forth in UCF Procedure 1016. Additionally, Section 119.012, Florida Statutes, provides that public funds shall not be used for dues to any association, group, or organization the records of which are not open for inspection to any citizen of Florida.
2. **Procedure:** Memberships are handled similar to other operating expenses. The responsibility for accurate and complete processing of the membership rests with the initiating department. Payment of such dues may be either paid by using the Procurement Card issued by F&A, for Institutional and Departmental memberships only, or by submitting a PeopleSoft online requisition which will be processed by the Purchasing Department. Select the category of "Membership."

## J. Advance Payments

1. **General:** To reduce the time and cost required to process small routine monthly or quarterly payments on annual contracts, the University of Central Florida is authorized to process annual advance payments on such contracts, the annual amount of which is \$50,000 or less.

Other advance payments may be allowed if they do not exceed the expected cash needs of the contractor or recipient within the initial three months of the requirement. Advance payments beyond the initial three months of expected cash needs will require a waiver from the University of Central Florida's Office of the President, unless specified

otherwise by controlling authority. The request for waiver must include:

- a. The appropriation or budget line item number.
  - b. Justification for advancing funds beyond the three months expected cash needs.
2. **Procedure:** A statement or letter from the vendor requesting advance payment must be submitted with the purchase request. It should be noted that advance payment is contrary to Florida law and is not to be requested except in cases where there is no alternative or a substantial savings to the University will be realized, except as noted in section 1 above.
3. **Criteria for Advance Payments:** The following criteria are used to determine if the advance payment is in the best interest of the University:
- a. Advance payment must result in a savings which is at least equal to the interest which UCF would earn on the funds if payment was made in arrears, or;
  - b. Goods or services necessary for the University to perform its statutory responsibilities are available only if advance payment is made.

#### 4. **PURCHASE ORDER**

##### **A. Purchase Order**

The purchase order is the normal instrument by which goods and services are acquired. It is the vendor's authority to ship and to invoice for the items, terms, and pricing specified on the order. The issuance of the purchase order on the basis of either formal or informal quotes initiates a contract by accepting the offer made by the vendor. It is a legal instrument and once accepted, establishes a mutuality of agreement. It has the legal force of a binding contract.

##### **B. Confirming Orders**

Departments are not authorized to place orders directly with vendors for goods or services, unless expressly approved by the Director of Purchasing, Associate Director, or the cognizant Purchasing Agent.

##### **C. Change Order**

1. A change order is required to:
  - a. Decrease or increase purchase order quantities;
  - b. Substitute comparable acceptable items for those on the original purchase order;

- c. Make any substantial changes on a purchase order that will result in a cost differential;
  - d. Terminate the purchase order by email; or
  - e. Adjust the purchase order price to conform to the vendor's invoice.
2. Departments may initiate Requests for Change Orders with a Requisition, noting on the Requisition only those items being added, or changed. Decreases are requested by email to the cognizant Purchasing Agent.
  3. Unless otherwise authorized by the bid or proposal document, change orders are not valid until the vendor has accepted the terms thereon.
  4. Requests for Change Orders should not be submitted for the following transactions, since Finance & Accounting will automatically process payments and/or adjustments for invoiced amounts in these cases:
    - a. Where the invoice is not more than 10% of the item(s) or in any case no more than \$100;
    - b. When the total cost shown on an invoice is less than the purchase order cost;
    - c. Freight bill costs when FOB block of purchase order indicated that freight is to be prepaid and added to the invoice.

#### **D. Blanket Orders**

1. **Blanket Order** is a simplified method of filling urgent needs for small quantities of supplies or services by establishing open accounts with qualified vendors. Blanket Orders are designed to expedite the acquisition of urgently needed supplies or services and to reduce administrative cost in accomplishing small purchases by eliminating the need for issuing individual purchase orders over the course of a fiscal year period. Blanket Orders fall into four general categories as follows:
  - a. **Blanket Purchase Order** - Authorizes the purchase and delivery of small dollar value commodity items as requested by the issuing department. This order cannot exceed \$50,000 unless pricing is based on an existing bid or contract. **(Competitive quoting limits apply to blankets)**
  - b. **Blanket Service Order** - Authorizes the performance of services of small dollar value as requested by the issuing department. This order cannot exceed \$50,000 unless pricing is based on an existing bid or contract. **(Competitive quoting limits apply to blankets)**
  - c. **Blanket Maintenance Order** - Authorizes the vendor to provide maintenance services in accordance with an approved agreement or a UCF bid. Advance payments must be in accordance with Finance and Accounting rules. In lieu of advance payments, it is recommended that charges be broken down into monthly or quarterly payments to facilitate the payment process.

- d. **Blanket Acquisition Order** - Authorizes the purchase of commodities/services awarded to a firm as a result of a UCF bid or other contractual source. Normally a listing of the items authorized to be ordered and the prices to be paid are indicated on the face of the order or are attached to the order. The total dollar value of this type of order is limited only by the terms of the bid or contract.
2. **Limitation on Use:** Blanket orders may not be used for the purchase of tagable items (formerly known as Operating Capital Outlay - OCO), prohibited purchases or to avoid purchasing from a UCF Contract.
3. **Funds Increase/Decrease:** The encumbrance of a blanket order may be increased or decreased by the using department by submitting a Change Order Requisition to the Purchasing Department (requests for decreases can be by email).
4. **Termination of Order:** The order may be terminated by the using department by submitting an email to Purchasing. The order may also be terminated by the Purchasing Department for misuse or failure to follow the procedures set forth herein.

## 5. BIDS & PROPOSALS

### A. Bids

1. Purchases totaling \$50,000.01 or more for services, commodities, deferred payment contracts, or a group of items shall be made by first attempting to secure two or more formal competitive bids or proposals. The Purchasing Department shall develop specifications with the cooperation of the Purchasing department, if appropriate, whom shall secure as many competitive bids or proposals as practical to assure full and free competition and to obtain the most advantageous contract pricing.
2. In addition to the specifications for the commodities/services to be purchased, the bid invitation/request for proposal shall contain all applicable terms and conditions prescribed by statutes and rules.
3. The Purchasing Department shall advertise any formal invitation to bid or request for proposal in a newspaper of general circulation, or the State of Florida Vendor Bid System on the Florida Communities Network Website, when such public notice is deemed to be in the best interest of the University and consistent with the proposed purchase.
4. When two or more bids or proposals are received, the award shall be made to the lowest responsive bidder/proposer meeting the specifications.
5. When only one formal bid or proposal is received for the purchase of an item or group of items in a call for bids or request for proposals, the Purchasing Officer shall review the bid/request for proposal in order to determine the reasons, if any, why only one response was received. If it is determined that a second call for bids/proposals would not be in the best interest of the University, the bid/proposal file will be documented as to the conditions and circumstances and the Purchasing Officer may proceed with the purchase, upon approval of the Director of Purchasing or his designee. If it is determined that a second call for bids/proposals would be in the best interest of the

University, additional bids/proposals may be solicited.

6. In the event that no bids are received, the Purchasing Officer shall either rebid the requirement or negotiate the purchase at the best possible price, from the source determined by Purchasing Director to be in the best interests of the university.
7. No purchase shall be divided or subdivided in order to circumvent the formal competitive bidding requirements.
8. The University shall reserve the right to reject any and all bids or proposals, and such reservation shall be indicated in all advertising and in the specifications.

## **B. Proposals**

Requests for Proposals (RFP's) are one of several methods used to obtain competitive offers from vendors. This method is used when the University has a need for commodities or services but does not or cannot provide specifics, leaving it up to vendors to propose the best ways of providing the requirements. Examples of previous Request for Proposals include the Bookstore RFP, Food Service, and the Beverage Contract. These contracts provided innovative and imaginative offers from vendors who proposed methods of handling our needs in these areas. Frequently, the awarded proposal is not based on price alone, but on the vendor's qualifications and the quality of the offer and whether it is in the University's best interests.

Because of the nature of RFPs where awards are usually heavily based on subjective evaluations by an assigned advisory committee, special procedures must be followed to insure fairness and compliance with legal requirements. Advisory Committees will consist of at least three (3) individuals who have expertise or some experience with the subject matter of the RFP, or who could be characterized as recipients, beneficiaries, or users of the RFP's subject matter. Each evaluation committee member shall function independently of the other members, and throughout the entire evaluation process, each evaluation committee member is strictly prohibited from meeting with or otherwise discussing the RFP and any aspect thereof including, without limitation, the proposals and their content with any other individual whatsoever, unless specifically asked for input by the final decision maker. After thoroughly reading and reviewing the RFP, each evaluation committee member conducts independent evaluations of the proposals in accordance with evaluation criteria set forth in the RFP. Completed evaluations are submitted to the cognizant Purchasing official in the Purchasing Office, who will then submit copies of these evaluations to the final decision maker, normally a Vice President or Dean in the appropriate department or their designee. This decision maker will then review the evaluations, and will take them into consideration, although not be bound by them in making the recommendation for final award or rejection of all proposals if this is in the best interests of the University. This recommendation will be forwarded to the Purchasing Department for final review and award.

In addition to the foregoing procedures, no negotiations, decisions, or actions shall be initiated or executed by any proposer as a result of any discussion with any UCF employee. Only those communications that are in writing from the authorized UCF representative identified in the RFP or their designee shall be considered as a duly authorized expression on behalf of UCF. Only communications from the proposer that are signed and in writing will be

recognized by UCF as duly authorized expressions on behalf of the proposer.

Special workshops as needed will be conducted to instruct potential evaluation committee members on the complexity of RFP procedures and the basis for following them precisely during the evaluation process.

## 6. EXEMPTED PURCHASES

### A. Exceptional Purchases

Purchases of commodities in excess of \$50,000 must be made on the basis of competitive solicitations with certain exceptions. Those exceptions and procedures to be followed for acquisitions are described in this section.

### B. Sole Source Purchase

1. **Definition:** Commodities or contractual services available from a single source shall be exempted from the competitive solicitation process. Sole Source documents shall be publicly posted by the Purchasing Office for three working days. Working days do not include Saturdays, Sundays, or State or University Holidays.
2. **Commodities and contractual services purchased for any amount exceeding \$50,000, available only from a single source,** may be exempted from the bid requirements when the University certifies and documents that there is only one source of supply capable of meeting the University's requirements. A purchase order may be issued for the non-competitive item(s) when the Sole Source Certification is approved by the General Counsel and appropriate Vice President/Dean, and after posting it for 72 hours in a public place in the Purchasing Office.

Purchase orders issued using the Sole Source Certification may not be subsequently increased by change orders in amounts exceeding the bid limit without appropriate approval and signatures.

### 3. Annual Certification of Purchases

- a. The Vice President for Administration and Finance approves an annual certification of non-competitive purchases based on the recommendation of the Director of Purchasing. These are commodities and/or services purchased on a regular and continuing basis that have proven to be non-competitive and available from a single source.
- b. The following categories and conditions are included in the annual certification of purchases:
  1. **Category 1** - The acquisition of repair or replacement parts available from only a single source for existing equipment and systems when no other manufacturer's parts can be utilized.
  2. **Category 2** - The acquisition of copyrighted and single source instructional materials, tapes, publications, manuscripts, films and personal library collections.

3. **Category 3** - The acquisition of live animals and animal feed for instructional and research efforts wherein the selection must be determined by the expert opinion of the buyer, in consideration of genetic background, quality, body weight and special diet conditions to attain the research or instructional objectives.
4. **Category 4** - The acquisition of proprietary accessories, equipment and/or supplies, including expendable items, from a single source for existing equipment and systems where no other manufacturer's product(s) can be used.
5. **Category 5** - The acquisition of proprietary services available only from a single source for existing equipment and systems where no other manufacturer's services can be used, e.g., UCF owned, rented or leased equipment (copiers, computers, special office machines, etc.); and specialized electronic equipment (security systems, energy management and control systems, etc.).
6. **Category 6** - The acquisition of renovations, modifications, maintenance or repair services for leased office or laboratory space which is specifically provided for in the lease agreement and/or are required to be accomplished by the owner/landlord and subsequently reimbursed by the University.
7. **Category 7** - The acquisition of computer software that is available only from a single source or that is necessary to perform with existing software or hardware. This includes software licenses.

### C. Emergency Purchase

1. **Definition:** Emergency Purchases. When the President or his or her designee determines in writing, that a condition exists that threatens the health or safety of person(s) or animal(s) or the preservation or protection of property or the continuance of a vital University function, the University may proceed with an emergency purchase without a competitive solicitation. The emergency purchase shall be limited to the purchase of only the type of items and quantities or for a time period sufficient to meet the immediate threat and shall not be used to meet long-term requirements.
2. **Authority for Emergency Procedures:** The President may make, or authorize a designee to make, emergency purchases without competitive bidding when there exists a threat to public health, welfare, or safety, or when the delay incident to the purchase may be detrimental to the interest of the University. An emergency purchase shall be made with such competition as is practical under the circumstance. A written certification, signed by the President or designee, outlining the basis for the emergency and selection of the source shall become a part of the contract file.
3. **Procedure for Processing an Emergency Purchase:** The Purchasing Department, after determining that a true emergency exists, obtains verbal approval from the President or his designee. A verbal purchase order may be authorized at this time. The requesting department will prepare a requisition and a complete justification for handling the purchase on an emergency basis. Upon receipt of the requisition and justification,

the Purchasing Department will prepare the Emergency Certification [Form](#) for the signature of the President or designee. The confirming copy of the Purchase Order is then issued.

#### **D. Sponsored Research Exemption**

1. **General:** Purchases for Sponsored Research projects are handled in accordance with Section 1004.22(7), Florida Statutes, which states the following:

“All purchases of a division of sponsored research shall be made in accordance with the policies and procedures of the university; however, upon certification addressed to the university president that it is necessary for the efficient or expeditious prosecution of a research project, the president may exempt the purchase of material, supplies, equipment, or services for research purposes from the general purchasing requirement of the Florida Statutes.”

2. **Procedure:** Whenever a proposed purchase from Contract or Grant funds exceeds \$50,000 and conditions cited in paragraph A above exist, a memorandum should be sent to the Director of Sponsored Research from the department or researcher outlining the conditions and circumstance for requesting a Sponsored Research Exemption. Copies of the purchase requisition, price quotation, and any other supporting information should be submitted with the purchase requisition. The Director of Sponsored Research will determine if the exemption request is appropriate, and, if so, will prepare a certification memorandum to the President. The Purchasing Department will issue the purchase order upon receipt of the certification memorandum, requisition, and all supporting documentation. Sponsored Research Exemptions should be held to a minimum and only used when absolutely justified, and there is no other alternative; e.g., Sole Source, accelerated bidding procedure, etc.

#### **7. PRINTING**

- A. Acquisition of Printing:** Printing shall be purchased in accordance with the requirements of these rules. The University may refer to the requirements of Chapter 283, F.S., and rules promulgated thereto for guidance with respect to the purchase of printing services.

1. Printing – The term “printing” shall include “commercial printing services” and shall mean and include any mechanical process whereby ink is transferred to paper, except internal photocopy reproduction. Printing shall include duplicating when used to produce publications and also the process of and the materials used in binding.
2. Class B Printing – Shall be defined as that portion of printing (other than Class A Legislative Printing) which may be circulated to and/or used by the general public and public or governmental entities other than agencies of the State of Florida.

- B. Printing Policies and Procedures:** The following is a letter explaining new printing policies and procedures after award of a contract for vendors to provide Printing Services. The letter was a collaboration between Business Services, Marketing and Purchasing that was sent to UCF departments:

New Procedures That Affect the Purchase of Printing Services from Outside Vendors. Effective July 1, 2003, the University of Central Florida entered into an agreement with

nineteen (19) printers to provide printing services to UCF's academic and administrative units.

A Request for Proposals was issued in the Spring of 2003 to companies interested in becoming "preferred vendors" for services ranging from, but not limited to, printing, binding and pre-press for products ranging from, but not limited to, brochures, newsletters, posters and signage. Representatives from Business Services, University Marketing, UCF Printing Services and the Office of Research evaluated the proposals and subsequently recommended printers that best suited the diverse needs of the institution.

The decision to enter into this agreement was prompted by an analysis of printing costs and product quality throughout the institution. The objective was to provide printing options to academic and administrative units that would ensure quality, delivery, service and value.

All UCF departments are required to forward their print jobs to UCF Printing Services (even if the printing will be paid by PCard). Departments then will receive price quotes from printers on the vendor list whose equipment, production availability, delivery capability and printing expertise best match the needs of the UCF client. In addition, UCF Printing Services will review the printing specifications for the project and act as the unit's liaison with the preferred printers to assure that all conditions of the contract are met.

If, after receiving price quotes from printers on the list, an academic or administrative unit chooses to use a printer not on the list, a written explanation must be forwarded to Purchasing requesting a one time waiver prior to contacting the non-contract vendor(s). Note that if problems arise concerning quality, delivery, service or other factors related to a job printed by a vendor not on the list, the unit may be responsible for finding a solution at its own expense. If the pieces printed do not meet graphic standards, they may be pulled from distribution and may have to be reprinted.

In addition to the above mentioned benefits, a major advantage is that departments utilizing the contract vendors need not concern themselves with obtaining competitive bids. Printing Services will facilitate competition among contract vendors so that units receive the best price and delivery. There will never be a need for a formal bid, thereby saving the department valuable time and resources. Competition guidelines must be adhered to when not using the contracted vendors: \$10,000.01 - \$25,000, two written quotes; \$25,000.01 - \$50,000, 3 written quotes and orders totaling \$50,000.01 and above will be formally processed as a bid by Purchasing.

Please note that UCF Printing Services will not actually be "printing" many of the jobs for which quotes are obtained. In some cases, however, UCF Printing Services will negotiate with the unit to print the job in house if it can be done competitively and in a timely manner.

Those of you who have been at the university for some time may not be familiar with the many changes that have taken place at UCF Printing Services. We encourage you to meet John Santiago who brings years of production and printing experience to the unit. John will be supervising the printing quote process and he is getting praise from units with which he has worked for his ability to save them money and improve the quality of their printed pieces.

All of the printers on the preferred list have received information about UCF's trademarks and graphic standards from University Marketing. A condition of remaining on the list is an

agreement to adhere to those standards.

Workshops will be held on campus to answer any questions you may have about these new procedures. You will also learn how to write specifications for print products and learn the language of today's printing industry.

We hope this new process will streamline your printing needs and favorably impact your bottom line. Thank you for helping UCF move its printed products to the next level of quality.

**Exception:** Area campuses and the Florida Solar Energy Center, because of distance factors, are not required to use the University's Print Shop. The Brevard Campus, because of its location on the Brevard Community College (BCC) campus, has been granted approval to use the printing facilities within the BCC community.

- C. Recycled Paper:** Recycled paper shall be purchased, when economical and if and when recycled paper can be obtained that is of adequate quality for the purposes of the printing work contemplated. In awarding a contract, up to a 10 percent price preference may be allowed to a responsive bidder who has certified that the materials used in printing contain at least the minimum percentage of recycled content established by the printing specifications. If no bidders offer materials for printing that contain the minimum prescribed recycled content, the contract shall be awarded to the lowest qualified bidder.
- D. Preference Given to Printing Manufactured in Florida:** Preference shall be given to bidders located within the state when awarding contracts for printing when such printing can be done at no greater expense than, and at a level of quality comparable to, that obtainable from a bidder located outside of the state.

## 8. OTHER SPECIAL PROCEDURES

### A. Leases: Installment-Sales Acquisitions of Equipment

- 1. **Leases:** Requests to lease equipment over \$50,000 shall be approved by Finance and Accounting's Quality Assurance Unit. Leases of equipment are subject to bidding requirements, if over \$50,000 annually. All leases shall contain a cancellation clause, availability of funds clause, and a stipulated lease period. Leases may contain a lease renewal option, if appropriate.
- 2. **Processing Procedures:** The following information, together with a copy of the proposed contractual agreement, must be submitted with the purchase requisition to Purchasing:
  - a. Name of Agency/Department requesting approval;
  - b. The proposed contractual agreement or requisition indicating the terms of the acquisition, including a description of the equipment (make/model/number of units);
  - c. Department or Project number from which the payment for the lease will be made;
  - d. Method by which the vendor was selected (State Contract, sealed competitive bids, negotiation, or other specified method);

- e. Appropriate documentation of compliance with other applicable law, if any;
- f. Were funds specifically appropriated to purchase or replace this equipment;
- g. If acquisition is to be made by lease or lease purchase method:
  - 1. Provide outright purchase price of specific piece of equipment, taking into consideration accruals, if applicable;
  - 2. Indicate expected period of need for the piece of equipment, notwithstanding the terms of the proposed lease;
  - 3. Indicate balance of the expected useful life of the piece of equipment; and,
  - 4. Provide cost of maintenance of equipment and whether or not maintenance costs are included in the lease payments.
- h. A specific explanation of why your department believes that this acquisition is economically prudent and cost effective.

The above information will be used in performing a lease versus purchase analysis by Finance and Accounting.

- 3. **Copying Equipment:** If the equipment to be acquired by a lease, lease purchase, or installment purchase is a copier, the following must also be provided:
  - a. The last six (6) months invoices showing copier usage indicated by meter readings;
  - b. A computation of the average monthly usage rate based on the invoices provided; or, if a new installation, an estimate of the expected usage rate per month.
  - c. Approval by Business Services.
- 4. **Deferred Payment Contracts:** Interest on deferred payment contracts is defined as a commodity and these contracts are subject to the bid requirements if the total interest exceeds \$50,000. Deferred payment contracts meeting the following criteria require justification to demonstrate that the acquisition is economically prudent:
  - a. The deferred payment contract price exceeds \$50,000 annually; and/or,
  - b. The term of the contract is greater than 5 years.

The State Comptroller has established a Consolidated Equipment Financing Program (CEFP), through which the University may finance equipment exceeding \$50,000. Deferred payment commodity acquisitions not financed under the CEFP must be bid when the total cost exceeds \$50,000.

Installment sales acquisitions denied for enrollment in the CEFP but approved for financing shall be bid and processed in accordance with standard purchasing procedures. Purchasing will process the order for

financing and notify the vendor supplying the equipment. After receipt of the equipment and acceptable installation, the department shall submit the Receipt Certificate to Purchasing for further processing.

## **B. Leases: Real Property**

UCF Rule 6C7-7.201, Real Property, contains the authority and the procedures to be followed by the University when executing leases for real property. The Purchasing Department should be contacted when planning to lease any amount of space off campus.

## **C. Contracts: Term or Annual**

### **1. General**

Term or annual contracts are indefinite quantity contracts whereby a contractor agrees to furnish an item or items at a specified price, during a prescribed period of time (such as three, six, nine, or twelve months, or a specified date). The specified period of time or date completes the contract.

### **2. Multi-Term Contracts**

- a. **Specified Period:** A contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the University provided that the terms of the contract and conditions of renewal or extension, if any, are included in the solicitations and funds are available to make purchases. Payment and performance obligations for the succeeding fiscal periods shall be subject to the appropriation of funds.
- b. **Determination Prior to Use:** Prior to the use of a multi-term bid/proposal, it shall be determined that:
  1. Estimated requirements during the effective period of the bid/proposal are reasonably firm and continuing; and,
  2. The bid/proposal will serve the best interest of the University by encouraging effective competition or otherwise promoting economies in University purchasing.
- c. **Cancellation Due to Unavailability of Funds in Succeeding Fiscal Periods:** When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the outstanding orders shall be paid only for supplies or services already received under the contract.

### **3. University Annual Contracts**

- a. The Purchasing Department may establish annual contracts if purchases of a recurring nature indicate that an annual contract would be advantageous. Information as to specifications and estimated annual usage shall be coordinated with using departments. Blanket Purchase Agreement and Blanket Maintenance Agreement purchase orders may be used to consummate purchases against these

contracts.

- b. The University currently has a large number of commodities and services on annual contracts. Some examples are: overnight mail, pre-sort mail service, temporary services, compressed gases, copier maintenance, and travel agency services. Contact Purchasing for a complete listing of current UCF annual contracts.

#### 4. **State of Florida Contracts**

- a. The University may acquire any commodity which is available on any contract or price agreement executed by the State Division of Purchasing when such purchase is most advantageous to the University, with price, quality, performance and other factors considered. All state contract purchases by the University are exempt from competitive bid requirements.

- b. A list of State Contracts can be obtained at [http://fcn.state.fl.us/st\\_contracts/](http://fcn.state.fl.us/st_contracts/)

5. **Cooperative Purchasing Contracts:** The University may either participate in or administer definite quantity or term contracts for the acquisition of any commodity or service with one or more members of the State University System, the Federal Government, another state, a political subdivision, or any independent college or university, and educational cooperatives and educational consortiums. Contact Purchasing for information concerning these contracts.

### D. **Contractual Services**

1. **Special Procedures Required:** Purchases of contractual services exceeding \$50,000 may\* be evidenced by two-party contracts, containing the following provisions:
  - a. Invoices submitted in a detail sufficient for audit review.
  - b. Invoices for any travel resulting from the contractual agreement submitted in accordance with rates not to exceed the amount prescribed in Section 112.061, Florida Statutes.
  - c. The contract shall be subject to unilateral cancellation by the University for refusal by the contractor to allow public access to all documents associated with the contract which are subject to the provisions of Chapter 119, Florida Statutes.
  - d. Units of deliverables must be specified in the contract which shall include reports, findings, drafts, etc. that are to be received prior to payment.
  - e. The date for substantial (if applicable) and final completion of the contract.
  - f. A renewal clause, if the bid specifications for acquisitions contained this provision. The agreement may include price revisions if provided for in the original bid or request for proposals. Contracts may be renewed in accordance w/the contract

terms with the mutual consent of both parties. If the commodity or contractual service is purchased as a result of a competitive solicitation, the cost of any contemplated renewal must be included in the competitive solicitation. All contract renewals are subject to sufficient annual appropriations.

- g. One 12-month extension may be exercised, if required. The extension shall be in writing, signed by both parties, and shall be subject to the same terms and conditions set forth in the initial contract.

All purchases of contractual services that exceed \$50,000 are subject to competitive solicitation requirements, unless they are available from only one source in accordance with Exceptional Purchase procedures outlined in section 6 of this manual, or are otherwise exempt. Exempted contractual service categories include artists, performing artists, academic program reviews, lecturers, auditing services, legal services, expert witnesses, court reporters, appraisal services, and health services. Upon award of bid invitations or request for proposals, a contractual service agreement shall be completed and approved by the General Counsel, and then executed by the contractor and the Purchasing Department, prior to the rendering of any service by the contractor.

**Departmental personnel are not authorized to sign contractual agreements of any type with vendors. All agreements should be forwarded to the University General Counsels Office for approval and to the Director of Purchasing, who is the University's Contracting Officer, for signature.**

The Purchasing Department will issue a purchase order encumbering the funds and incorporating the provisions of the contract.

\*Contractual Services may require a two party signed agreement, depending on a number of circumstances. Please check with the Purchasing Department prior to entering into any of these agreements.

## **E. Personal Service**

1. **General:** This procedure is to be used for the acquisition of contractual services when there is no commodity involved. Examples of such services are as follows: consultants, honorariums, lecturers, models, and professional services (physicians, architects, engineers, attorneys, court reporters, etc.)
2. **Preparation and Submission:** The following instructions must be followed in order for processing to occur:
  - a. Prior to submission of the requisition to the Purchasing Department, the department requiring the services shall ensure with Human Resources Payroll section that the individual is an independent contractor and is not an employee of the University or the State of Florida and that he/she is not currently on the UCF payroll.
  - b. A requisition needs to be completed and sent to Purchasing no later than the date

services are to begin. A vendor id must be set up in the PeopleSoft System (if it doesn't already exist) before the requisition can be prepared. If it is a company with a Federal ID number, submit to purchasing for vendor setup. If it is an individual with a social security number, submit to F&A for vendor setup.

- c. It is also important that the department requiring the services indicate on the requisition whether the individual is a **U. S. Citizen**. If the individual is not a U.S. Citizen, the department must contact Finance and Accounting for further instruction.
  - d. In addition to the above information, the requisition must also include a description of the services to be provided and the beginning and ending dates of the service.
3. **Partial Payments:** In the event partial payments are involved, this must be indicated in the description block of the requisition. After such work has been completed, the contractor must submit a signed invoice for the partial payment.
  4. **Final Payments:** After the work has been completed, the department shall secure the payees and the authorized official's signatures on the final invoice and submit to Finance and Accounting for payment processing.
  5. **Competitive Solicitation and Sole Source Approval:** Since this procedure may be used for payment of various types of contractual services which require competitive solicitations or sole source approval if amounting to more than \$50,000, it shall not be fully approved until the appropriate process has taken place. In these cases, the requisition and all supporting documentation should be forwarded to Purchasing for the appropriate competitive solicitation or with a sole source certification to be approved by the General Counsel and appropriate Vice President prior to final execution.
  6. **Limitations of Use:** This procedure is not to be used for adjunct professors or long-term services which tend to establish an employer-employee relationship between the University and the Contractor.

## F. Motor Vehicles, Watercraft or Aircraft

The University shall follow the State and Federal guidelines of the Alternative Fuel Provider Program for the purchase of motor vehicles. As of October 2004 the University is in the process of writing procedures. Check our website under [UPDATES](#) for the latest information.

1. **Approval:** All acquisitions of motor vehicles, watercraft or aircraft through purchase, lease, lease purchase or transfer from another agency requires prior written approval of the Vice President for Administration and Finance.
2. **Types of equipment:** Examples of equipment coming under this area are as follows: automobiles, trucks, jeeps, buses; all types of tractors; utility vehicles, gas or electric, two, three or four wheel, all terrain vehicles, electric golf carts, motorcycles, forklifts, street sweepers, motor graders, draglines, cranes, compaction and roller equipment; wheel and crawler loaders; refuse collection vehicles; all types of trailers, including utility, lowboy, flatbed, van, tank, boat, etc.; mobile homes and offices; PTO operated mowers; all types of watercraft, including boats, motors, canoes, air boats, etc.; and all types of

aircraft.

**3. Procedures for Vehicles:**

- a. Complete the **Acquisition of Motor vehicles, Watercraft or Aircraft Form**. Reference the State Contract number or attach a detailed specification sheet, including any optional equipment needed.
- b. Submit the completed form to Vice President of Administration and Finance for approval.
- c. Submit the form to Purchasing approved.
- d. Complete a requisition in the PeopleSoft Financial system.

**4. Procedures for Tags, Titles and Registration of New or Used Vehicles:**

- a. When the vehicle is purchased in Florida, the dealer must prepare all paper work for title, registration and tag.
- b. The dealer must send all paper work concerning title, registration and tag to Purchasing.
- c. When the department receives the vehicle a copy of the registration must be sent to Purchasing.
- d. Purchasing will notify the department when the original tag and registration is ready for pick up from the Purchasing Department.
- e. For vehicles purchased out of state, the dealer must forward all paper work concerning title and registration to Purchasing.
- f. Purchasing will notify the department of the cost obtained from Department of Motor Vehicles (DMV) of the title, registration and tag.
- g. The department will prepare a requisition for the cost of the title, registration and tag.
- h. Purchasing will process a PO with instructions to F&A to contact Purchasing when the check is ready for pickup.
- i. Purchasing will pick up the title, registration and tag from the DMV.
- j. The department will be notified to pick up tag from Purchasing.

**5. Procedures for Vehicles Donated or Transferred: The University must be in compliance with Florida Statutes Section 320.0609(2) the Notification of Transfer of Registration License Plate.**

- a. The donator must sign the title over to UCF, not to an individual.

- b. Donator must prepare a letter describing the vehicle and state the mileage.
- c. Department must send the donator's letter to Purchasing.
- d. Purchasing will notify the department of the cost obtained from DMV for the title, registration and tag.
- e. The department will process a requisition for the title, registration and tag.
- f. Purchasing **will process a pre-payment.**
- g. F&A will contact Purchasing when the check is ready for pickup.
- h. Purchasing will pick up tag from the DMV. The department will be notified to pick up tag from Purchasing.

**6. Procedures for Lost, Stolen or Damaged Tags:**

- a. Department to notify Purchasing with the tag number, vehicle identification number (VIN), the name of department and if lost, stolen or damaged.
- b. Purchasing will notify the department of the cost obtained from DMV for the replacement tag.
- c. The department will process a requisition for the replacement tag.
- d. Purchasing will process a PO with instructions to F&A to contact Purchasing when the check is ready for pickup.
- e. Purchasing will pick up tag from the DMV.
- f. The department will be notified to pick up tag from Purchasing.

**7. Procedures for Club Cars - The University only allows electric club cars on campus.**

- a. Complete the **Acquisition of Motor vehicles, Watercraft or Aircraft** form. Reference the contract number or attach a detailed specification sheet, including any optional equipment needed.
- b. Submit the form to Parking Services for approval of the parking location.
- c. Submit the form with Parking Services approval to Vice President of Administration and Finance for approval.
- d. The approved form must be submitted to Purchasing.
- e. Complete a requisition in the PeopleSoft Financial system.

**8. Electric club cars that travel at a rate of 35 miles per hour require a tag.**

- a. When the club car is purchased in Florida, the dealer must prepare all paper work for title, registration and tag.
  - b. The dealer (or department if received in error) must send all paper work concerning title, registration and tag to Purchasing.
  - c. Purchasing will notify the department when the original tag and registration is ready for pick up from the Purchasing Department.
  - d. For club cars purchased out of state, the dealer must forward all paper work concerning title and registration to Purchasing.
  - e. Purchasing will notify the department of the cost obtained from DMV.
  - f. The department will process a requisition for the cost of the title, registration and tag.
  - g. Purchasing will process a PO with instructions to F&A to contact Purchasing when the check is ready for pickup.
  - h. Purchasing will pick up tag from the DMV. The department will be notified to pick up tag from Purchasing.
9. **Procedures for Aircraft Acquisitions:** The Request for Use of Rental Aircraft form, which is to be completed by the employee desiring to rent an aircraft. The completed form should be submitted to Purchasing at least ten days prior to the flight date. Appropriate levels of insurance are required and must be evidenced by a Certificate of Insurance prior to submitting the request to the Vice President for Administration and Finance's approval.

## **G. Acquisition of Duplicating/Copier Machines**

- 1. **General:** Copiers and duplicating machines may be acquired by the University provided such equipment is the most cost competitive and effective units capable of meeting the University's needs. All such acquisitions require the review and approval of the Printing Services Manager. Contact Printing Services concerning definitions and approval procedures for printing equipment.
- 2. **Procedure:**
  - a. After obtaining the approval of the Printing Services Manager, submit the requisition to Purchasing so that the acquisition may be completed following established purchasing procedures.
  - b. If the equipment is to be acquired by lease, lease/purchase or installment sale and purchase refer to Section 8A for procedures to be followed.
  - c. **Appropriate Usage of Copiers, Printing, and Duplicating Equipment:** This equipment shall not be used to produce any material, the style and/or volume of which is determined to be counter-effective, uneconomical or illegal; nor shall it be used for any purpose other than in the production of material directly related to the

business of the University.

## H. Biological, Chemical, and Radioactive Material/Device Purchases

1. **General:** Various Federal, State and Local Regulations govern the purchase and use of hazardous materials and devices. Certain classes of these Materials/ devices require additional licensing prior to purchase. The Department of Environmental Health & Safety has been designated to provide oversight and approval of purchases where necessary.

### 2. Items Requiring Pre-Purchase Approval

- Biohazardous Materials
- Storage tanks used for petroleum products or hazardous chemicals
- Containers of hazardous chemical/petroleum products over 20 gallons applicable only to new purchases for academic/research departments)
- Explosives/ Fireworks (not applicable to ATF/State of Florida Explosives License holders)
- Mercury containing devices (thermometers, manometers, barometers, switches)
- Radioactive Materials and Sealed Source Devices
- Tax- Free Alcohol
- X-Ray Producing Devices

Approvals for all requisitions for items under this section must be obtained by the department from Environmental Health and Safety prior to purchase (email [rmoser@mail.ucf.edu](mailto:rmoser@mail.ucf.edu)). Departments must follow these steps:

- Obtain email approval from EH&S for the specific item (items clearly identified)
- Paste this email approval from EH&S into the header comment of the appropriate requisition after regulatory/licensing compliance is verified by EH&S, requisitions will be processed following regular purchasing procedures.

**All radioactive materials must be shipped directly to EH&S. Departments must add note in header comment to Central Receiving: "This item(s) must be delivered directly to Renea Moser, UCF Radiation Safety Officer. Please call 407-823-0071 for delivery instructions."**

**Secure prior additional instructions from Renea Moser, UCF Radiation Safety Officer, prior to using PCard to purchase any items in this section.**

### 3. Items not requiring Pre-Purchase Approval

- Hazardous Chemicals/Compressed Gases

Orders of toxic/hazardous chemicals must include a statement requesting the supplier to furnish Material Safety Data Sheets (MSDS). All MSDS should be forward to the Department of Environmental Health & Safety upon receipt. EH&S will distribute the MSDS to appropriate departments.

Departments ordering toxic/hazardous chemicals are required to periodically

submit lists of ordered items ordered to EH&S per Environmental Management System work practices.

- DEA Controlled Substances/Narcotics

Individuals who wish to use DEA Controlled Substances for instructional or research purposes are required to register with the DEA for an individual license prior to placing an order.

For Schedule I and II substances, a copy of the DEA Application and research protocol must be submitted to EH & S. DEA Form 222 must be used for procurement of Schedule I and II substances.

Contact EH&S for registration forms and other program information.

- Class IIIb and IV Lasers

These classes of lasers are required to be registered with the Florida Department of Health. Contact EH&S for registration information.

## I. Insurance

1. **General:** The University may purchase insurance as deemed necessary and appropriate for the operation and educational mission of the institution. Examples of coverage that may be acquired by the University include:
  - a. Physical damage on vehicles and boats;
  - b. Inland marine on property owned, leased, or loaned to or by the University;
  - c. Building and property damage;
  - d. Equipment losses due to theft;
  - e. Equipment subject to transportation;
  - d. Loss of rental income;
  - g. Commercial general liability for scientific equipment;
  - h. Excess general liability coverage;
  - i. Camps insurance.
2. **Deductible:** All insurance purchased for property damage shall have a minimum of a \$1,000 deductible.
3. **Requests for New Policies:** Except for supplemental employee benefit insurance, all requests for new policies are reviewed and processed by the UCF Insurance

Coordinator, Environmental Health and Safety (EH&S).

4. **Premiums:** Invoices for premiums to be paid from state or student activity funds will be reviewed by the UCF Insurance Coordinator prior to being processed for payment.
5. **Insurance Clearing Points:** In order to provide for an orderly flow of information and handling of claims the following clearing points are maintained within the University:
  - a. **Student Government -**  
Involved in the selection of Student Health Insurance Plan and acts as liaison with the insurance broker and underwriter.
  - b. **Director of Personnel Services -**  
Worker's Compensation  
Unemployment Compensation  
Employee's Group Health Insurance  
Supplemental Employee Benefit Insurance and Annuities
  - c. **UCF Insurance Coordinator – EH&S, Steve Mammino**  
All other insurance types.
6. **Claims:** Because of the complexity and variety of the insurance programs, claims are normally handled by the above listed clearing points on a case-by-case basis. To protect the rights of the injured and the University, all incidents which may result in a claim of any sort should be reported to the applicable clearing point without delay.

#### **J. Subscriptions: Magazines and Newspapers**

1. **General:** The University has an agreement with EBSCO Subscription Service to furnish most magazine and newspaper subscriptions requested by departments.
2. **Procedure:** When ordering subscriptions, coordinate with Purchasing's EBSCO Program Assistant in researching order information via telephone or email. Include the department organization code and name; title of publication; period of subscription – start and end dates; cost of subscription. Submit a PeopleSoft online requisition, selecting the category of "Subscriptions." Include any pertinent ordering information, such as order forms or special instructions received from the publisher.
3. **Exemption:** The Florida Solar Energy Center is exempt from this procedure, since subscription orders are placed through the Center Library.

#### **K. Advertisements: Newspapers/Publications**

1. Advertisements for legal, classified or display ads in commercial newspapers can be placed by departments using the interdepartmental PCard or submit a requisition to Purchasing along with the quotation, and a copy of the advertisement as it shall appear in the newspaper or publication. Purchasing will process a purchase order and forward to the vendor.
2. Departments can also place employment ads in Career Builder by coordinating with UCF Human Resources Department.

3. For vendor contact information, please refer to the Purchasing website.

## L. Furniture and Furnishing Standards

1. **Objective:** To secure durable, high quality office furniture at the best available price and the lowest furniture maintenance cost. The University has office furnishings standards which should be used when selecting furniture for your department. These standards were selected by an interior design firm and several University representatives. The standards offer a wide selection for departmental use. Contact the appropriate Purchasing Agent for information on the standards and various contracts and vendors for flexibility in the selection of dimension and style.
2. **Maximum Allowable Prices for Seating:** Departments may purchase chairs from any vendor, however, the ergonomic chairs may not exceed the established maximum amount of \$675. Additionally, the following maximum prices have been established for furniture which may only be purchased for reception or other public areas: 3 seat Sofas - \$1,400; 2 seat Love Seats - \$1,100 and Wing Back (or similar) Chair - \$800.  

The only **exception** to the above maximum amounts is orders for chairs to provide a reasonable accommodation under the Americans with Disabilities Act (ADA). Contact the Purchasing Department for instructions.
3. **Orders for modular or office systems furniture:** Must be submitted as an Alterations and Improvement (A&I) request to Physical Plant. This is to ensure that all fire code standards and ADA standards are met, and that electrical and communications outlets are positioned correctly prior to receiving the furniture.
4. **Specification standards:** The University has certain floor coverings (carpeting and padding), wall coverings (vinyl and laminates) and window coverings (draperies, blinds and solar film) standards that must be adhered to. Contact Alterations and Improvement (A&I) for additional information.

## M. Moving Expenses

1. **Definitions:** For the purpose of clarity and uniformity the following terms shall have the meanings indicated:
  - a. **Moving Expenses:** limited to the cost of packing, shipping, and storage of household goods or a mobile home, and reasonable expenses incurred for moving an automobile.
  - b. **Household Goods:** personal effects and property of a current or prospective employee.
  - c. **Mobile Home:** any vehicle that is used as a home by a current or prospective employee.
2. **Exclusions**

- a. Moving expenses as defined above does not include professional equipment and/or books which are necessary for job performance and housed at the university. Requests for moving laboratory equipment and professional books should be submitted on a separate requisition. Approximate value of items to be shipped should be indicated for insurance purposes.
- b. Expenses associated with the personal movement of the employee or family member cannot be paid.
- c. Payment for movement of household goods is normally limited to 15,000 pounds net weight.
- d. Moving expenses do not include unpacking.

### 3. **Approvals Required**

- a. Payment of moving expenses for an employee is a perquisite. No formal commitment to expend funds for the payment of moving expense should be made unless prior approval is obtained from the appropriate Vice President and/or Provost.
- b. Proposed moves of household goods up to a total of 15,000 pounds may be approved by the Provost and/or cognizant Vice President. Moves in excess of 15,000 pounds must be approved by the President. All approvals must be obtained in advance of the move.
- c. Approvals must be on a fully completed Request to Pay Moving Expenses [form](#), No. MOVEEXP 6-2000.
- d. When payment of moving expenses for an employee is made by the University, it will be included on that employees W2 form as additional income.

### 4. **Action by the Requesting Department**

- a. An [SUS contract](#) has been implemented for the purpose of employee moves, including **International moves**, and will be used for each move requested. This is not an option for the department/prospective employee. The purchasing department can be contacted for this and information concerning formal bids and/or quotations.
- b. The department/prospective employee should select **ONLY ONE** of the contract vendors. The department/prospective employee should contact the selected company and have them come out and give an estimate for the move. The department should then submit a purchase requisition, including detailed information concerning the move, i.e., place of origin, date of anticipated move, address, telephone numbers, and the name of the person to be contacted. The estimate should be included with the requisition when it is sent to purchasing.
- c. At the time the requisition is prepared or sooner, a Request for Authority to Pay Moving Expenses form must also be prepared and approved. The department

must forward the approved form together with the requisition to the Purchasing Department.

- d. Depending on the availability of funds, the department may agree to pay the entire amount of the move, or agree to pay a fixed amount with the employee paying the remainder. In this instance, the purchase order will be issued for that portion of the fixed amount authorized by the department. The employee will be responsible for paying the difference between the amount authorized by the department and the actual total cost of the move.

#### 5. **Action by the Purchasing Department**

- a. Upon receipt of the requisition and approved form, a purchase order will be issued. Purchasing will notify the awarded carrier. Carrier will then set up with the employee a move date for re-location. New employees are not authorized to place orders directly with moving vendors. The department however, after receiving approval and PO number from Purchasing may give that PO number to the awarded carrier.
- b. Please prepare paperwork well in advance so there is plenty of time to coordinate move. This is especially important for summer moves since it is one of the busiest times for movers.

#### **N. Hotel Accommodations and Meals: Direct Payment**

1. Travel expenses, namely hotel accommodations and meals can be paid directly to a vendor instead of the traveler when UCF requires an employee to travel on an emergency basis, for non-emergency situations if there are cost savings to the university, or when the department collects funds in advance from those persons using the facilities.
2. The President or his designee, the Vice President of Administration and Finance, must approve direct payment for emergencies or cost saving situations prior to the traveler incurring the cost. No approval is needed when using collected funds.
3. The Purchasing Department's web site has a [list of vendors](#) that offer lower rates to the university than to commercial customers. Direct payment to those facilities has been pre-approved by the Vice President of Administration and Finance because of obvious cost savings.

#### **O. Renovations and Alteration Projects**

##### 1. **Definitions**

**Minor Projects:** Includes repairing, altering, renovating, improving and demolishing any public facility. These projects are not to exceed \$1,000,000 unless approved by the Vice President of Administration and Finance. All projects must have prior approval by Physical Plant A& I Department before work can begin. These

Projects must have building permits and be approved by the State Fire Marshall's office prior to commencement. Physical Plant has this responsibility.

- b. **Minor Projects using Continuing Contract Agreements:** Projects whose basic cost is estimated to be \$1,000,000 or less and when an Architect or Engineer has been selected using a competitive selection process. This also applies to a planning or study activity for which the professional fee is \$40,000 or less.
- 2. **Payment and Performance Bond:** Florida Statutes 255.05 requires that any person entering into a formal contract with the University for the Construction of any public building or public work shall be required, before commencing the work, to execute a Payment and Performance Bond with a surety insurer authorized to do business in this state. However, contracts for \$100,000 or less shall not require a payment/performance bond.
- 3. **Contractor's Affidavit and Certificate of Completion:** If a construction or alteration project involves Public Education Capital Outlay (PECO) funds, and labor and costs are \$500 or more, a Contractor's Affidavit and Certificate of Completion must be executed before the Contractor's invoice may be processed for payment.
- 4. **Partial Payments:** If partial payments are to be made to the contractor, this provision must be included in the contract.
- 5. **Responsibilities:** The Facilities Planning Office is responsible for the construction of new buildings and modifications of existing buildings when the costs exceed \$1,000,000. As stated in paragraph A.1. above, Physical Plant, thru its Alterations and Improvements Program is responsible for those projects \$1,000,000 or less.

**P. Uniforms for Employees**

Uniforms for use by University employees, to be paid from state appropriated funds, may not be purchased without prior approval of UCF's Office of Human Resources. Contact the Office of Human Resources, Compensation Section, (407) 384-2863 for information concerning the approval process. Forward to Purchasing a copy of the HR requisite form with referenced approval number. This will be noted on the purchase order and filed.

**Q. Approvals: External Agency of Government:** The following commodity categories require approval of the external state regulatory agency indicated, prior to processing the acquisition:

<u>COMMODITY/SERVICE</u>	<u>APPROVAL AGENCY/UNIT</u>
1. <b>Information Technology Resources</b> (Over \$500,000)	<b>UCF Board of Trustees</b>
(Over \$1,000,000 over 2 Year Period)	<b>UCF Board of Trustees</b>
2. <b>Communications Equipment</b>	<b>State Technology Office</b>
(Over \$15,000 & Telephone Systems Costing \$15,000 or More)	

3. **Renovation Projects**  
(Alteration & Improvement Projects)

**State Fire Marshall**

**R. Information Technology Resource Equipment**

1. **Definition:** In general terms, information technology resource equipment is computer equipment that falls under the category of microcomputers, minicomputers, mainframes, stand-alone systems, or those integrated into any part of computer equipment, and peripherals for the above listed equipment.
  
2. **General information and Guidelines:** The following are general guidelines:
  - a. The Vice Provost of Information Technologies and Resources must approve all information technology resource acquisitions in excess of \$20,000 and secure all necessary approval from external agencies.
  
  - b. Board of Trustees (BOT): The BOT must approve all Information Technology Resource acquisitions over \$500,000.
  
3. **Acquisition Procedures:** All orders for information technology resources (computers, software, networking equipment, etc.) with a value of \$20,000 or greater require an approved Information Resource Request (IRR) [form](#). Orders under the \$20,000 level can be processed directly through the Computer Store or Purchasing.
  - a. Customers must complete a Computer Store or Purchasing requisition, attach the completed IRR form and send the documents to the Information Technologies and Resources office for approval. Requisitions over \$50,000 require an appropriate administrator's approval in addition to the IRR. The IRR form will be processed and returned within one working day. The completed forms may then be sent to the Computer Store or Purchasing.
  
  - b. It is recommended that all information resources orders conform to the UCF Personal Computer Hardware and Software Standards guide, which can be viewed at <http://www.cstore.ucf.edu/standards.htm>. This document is revised frequently to reflect changes in available technology.
  
  - c. When all necessary approvals have been received by the department, a copy of the requisition and accompanying documentation will be forwarded to Purchasing for processing. Appropriate purchasing methods will apply, e.g., state contract purchase, formal bidding, price quotations, etc. If the acquisition is available from only one source, then a Sole Source Certificate must also accompany the requisition and other documents.
  
  - d. The IRR number will be included on the Purchase Order. If a change order is needed for a purchase order with an existing IRR number, departments will need to reference the existing IRR number on the change order. The requisition, existing IRR and related documentation are to be forwarded to the Information Technologies & Resources Office for approval. An approved copy of the change order documentation will then be forwarded to Purchasing.

## S. Communications Equipment

Communications Technology Resources are subject to the same rules and regulations as Information Resource Technology equipment. In addition, the following guidelines apply:

1. **All purchases of communications equipment over \$15,000 and telephone systems \$15,000 or more:** Require approval of the State Technology Office (STO). All requests for SUNCOM, radio control circuits, or dedicated intercity data service require the STO's prior approval, regardless of cost. In addition, all requests for cellular radio service and equipment will require the STO's prior approval.
2. **Authority has been delegated to State Universities** to acquire, lease, and use broadcast communications equipment, facilities, and services by FCC licensed broadcast stations. A report of acquisitions or leases made under this delegation shall be filed with the State Technology Office within 30 days after the end of the fiscal year.

The President may sign, on behalf of the Board of Trustees, administrative documents relating to radio and television broadcast facilities (or services) which do not involve policy or financial commitments.

### 3. Acquisition Procedures

- a. **General:** Communications equipment includes, but is not limited to the following:

- Cellular Telephones
- Antennae
- Closed Circuit Television Equipment
- (TV cameras, Recorders, and Monitors)
- Facsimile Communications Equipment
- Intercom Systems
- Pagers (Paging Receivers)
- Radios (2-way, Portable or Vehicular)
- Security Systems
- Telephones and Telephone Equipment
- Audio Visual Equipment, such as projectors, classroom record players, small tape recorders, etc., are not classified as communications equipment for the purposes of this requirement.

- b. **Procedure:** Telephones, telephone equipment, antennae, intercom systems, pagers, radios (2-way: portable or vehicular or repeaters), cellular telephones, internet services, and voice/data/video circuits from telephone companies and/or long distance carriers, purchase or lease, must first have the approval of the UCF TeleData Services Department prior to submitting the requisition to Purchasing. Requisitions for the purchase or lease of communications equipment shall be completed in the same manner as those for other acquisitions. However, the State Technology Office requires that a justification and proposed usage be provided to assist in the approval process. TeleData Services serves as the University's liaison with STO and will prepare and process all necessary STO forms. In addition, a local contact source should be indicated, normally the individual having the most knowledge about the requested acquisition. This information may be typed on the

face of the requisition or on an attached sheet. For items available from State Contracts, include the Commodity Number, State Contract Number, Item Description, Price, and Vendor Name and Address. If UCF Purchasing receives requisitions for communications services and/or equipment without TeleData Services' indicated approval, they will be forwarded by Purchasing to TeleData Services for such approval.

For all other items, include complete specifications, make and model number of item(s), pricing (if known), suggested vendors, and any other information related to the request. If assistance is needed in preparing specifications for formal bids, contact the Purchasing Department. TeleData Services is staffed with persons trained in the communications field who are available to assist as well.

UCF TeleData Services will complete form COM 9008, Communications Purchase or Lease Authorization (CPLA), from the information provided with your requisition. It will then be forwarded to the State Technology Office for approval, if it exceeds \$15,000. Normal processing time is ten (10) working days after receipt by STO. Complex requests may require several weeks for approval.

## 9. RECEIVING

### A. Receiving Report

1. **General:** The ultimate responsibility for receiving and accepting purchase order items rests with the ordering department. Receipts will be recorded in the asset management module of PeopleSoft. **It is prohibited to have official shipments shipped to an individual's personal address.**
2. **Procedures:**
  - a. **Central Receiving:** This Section will assist departments in the receipt of material and will accomplish the following for those items received at the Central Receiving building:
    1. Inspect containers for external damage and sign shipping documents to acknowledge receipt of packages.
    2. Departments may request scientific and or technical items not be opened for initial inspection by Central Receiving. Departments must ensure "do not open" comments are included in the Purchase Requisition header comments section in PeopleSoft.
    3. Packages will be inspected for obvious physical damage, quantities verified and delivered to the department, at which time the departmental representative will sign the delivery report.
    4. Assist departments in processing claims for any shipping damage.
    5. Central Receiving will coordinate with the receiving department for acceptance of COD or freight collect charges. The department will send a representative to Central Receiving to accept the stated shipment and is

responsible for payment of all related COD charges.

6. At the time of delivery, it is also the receiving person's responsibility to sign for the packages delivered on the Central Receiving delivery log. This signature will document the transfer of custody of property from Central Receiving to the gaining department.

b. **Receiving Departments:**

1. Upon receipt of items delivered by Central Receiving personnel, the receiving department (requisition approver) must promptly inspect and complete the inspection fields in PeopleSoft if the purchase order was set up for inspection. If the department is unable to make an inspection at the time items are to be delivered, an arrangement must be made to inspect the shipment within two working days.
  2. If goods or services are received directly from a vendor, the receiving department must promptly ensure that shipment is correct and goods were not damaged. If receiving is required on the purchase order, **the department will contact Central Receiving to notify them of the delivery by e-mail, and request that the receiving transactions be completed in PeopleSoft. The department will email the PO number, line number and quantities received to Central Receiving.**
  3. If materials are received prior to the issuance of the purchase order, the department shall forward with their requisition a copy of the invoice or other vendor shipping document annotated with an "OK to Pay", two authorized department signatures, the date received, and the purchase order number which was assigned by Purchasing prior to placement of the order.
  4. If vendors fail to meet the delivery date specified on the purchase order, the department should contact the Purchasing Agent whose name or initial appears on the order.
3. **Receiving Blanket Agreement Orders:** Receiving for blanket POs is done through departments, not through Central Receiving. F&A will accept either email verification of receipt or signed invoices by appropriate department personnel.
  4. **Expediting Orders:** When a vendor fails to deliver to Central Receiving on time, the requesting department can request updated shipping information by calling the Purchasing Agent whose name or initial appears on the order for delivery time information.
    - a. If the vendor's reply indicates an unacceptable delivery time, the Director of Purchasing should be contacted so that such action as is legally feasible may be taken to secure more timely delivery.
    - b. If a department desires delivery prior to the delivery date indicated on the purchase order, a request for an earlier delivery date should be made to the Purchasing Agent whose name or initial appears on the order. Departments are cautioned not to contact vendors directly to advance delivery dates, since this

action may be construed as a change order and additional costs may be incurred as a result.

5. **Pick-ups by Departments from Central Receiving:** Even though pick-ups at the Central Receiving building are discouraged, it is recognized that the urgency of need or other circumstances will require it. Those persons given authority to make a pick-up must present a UCF photo identification card to the Central Receiving Section before a pick-up will be permitted.

## **B. Unsatisfactory Shipment**

1. Damage to shipments must be recorded and processed in accordance with regulations applying to common carriers. **Visible damage** shall be noted on the freight company's receipt at the time of delivery. **Concealed damage** must be officially reported to the freight company within fifteen (15) calendar days after the company delivers the items to the University.

**Failure to report damage in this time frame will result in the University's loss of right to file a claim and collect for the damage.** Upon receipt of the damage report, the carrier will visit the University, inspect the alleged damage, and furnish a copy of the inspection report. A copy of the freight bill and inspection report must accompany any claim for damage.

2. In case of damage to a shipment short of total destruction, it is the University's legal duty to accept the shipment. Non-acceptance may jeopardize any future claims. In most cases, the University must pay for the damaged goods in order to present proof of payment to the carrier for reimbursement.

## **C. Unsolicited Goods**

Florida Statutes Section 570.545 states that a person is not obligated to return unsolicited goods to the sender. The law also states that unsolicited goods shall be deemed a gift and the recipient may use or dispose of them in any manner without obligation to the sender.

# **10 Protest/Debarment**

## **A. Authority to Resolve Protested Solicitations and Awards**

1. Any actual or prospective bidder who disputes the reasonableness or competitiveness of the terms and conditions of an Invitation to Bid or Request for Proposal issued by the University must file a written protest within 72 hours after such time bidder knows or should have known the facts giving rise thereto.
2. The Director of Purchasing shall have the authority, prior to the commencement of any formalized proceedings concerning the controversy, to settle and resolve a protest by mutual agreement with the aggrieved bidder, offeror or contractor, actual or prospective, concerning the solicitation or award of a contract.
3. If the protest is not resolved by mutual agreement and no disputed issue of material fact is involved, the President shall designate a hearing officer who shall conduct a proceeding pursuant to Section 120.57(2), Florida Statutes. The designated hearing

officer shall consider the petition and issue a notice of informal proceedings. Such a notice shall also state a time and place for affected persons to present evidence and argument on the issues under consideration. The hearing officer's notice of decision stating the University's intended actions and the factual, legal and policy grounds for action are offered, then the hearing officer's order following consideration and acceptance or rejection of such arguments and objections shall be filed with the President's office, who shall then enter a final order.

4. If the petition of the protesting bidder raises a disputed issue of material fact, the petition shall be referred to the Division of Administrative Hearings for further proceedings in accordance with Section 120.57(3), F.S.
5. In the event of timely protest in compliance with the University's rules, the University shall not proceed further with the solicitation or award of the contract in issue until such dispute is resolved, or unless the President makes a written determination that the award of the contract without delay is necessary to avoid an immediate danger to the public health, safety and welfare of the University.

## **B. Authority to Suspend or Debar Vendors**

1. The Vice President for Administration and Finance, under advisement from the Director of Purchasing, shall be authorized to suspend or debar contractors. Debarment or suspension is a serious action which must be based on adequate evidence rather than mere accusation. This assessment should include an examination of basic documents, such as contracts, inspection reports and correspondence. Debarment or suspension will be for the purpose of protecting the interests of the University or the State University System and shall not be used for punishment.
2. Grounds for suspension (removal of name from bid mailing list for a period not to exceed 6 months):
  - a. Failure to respond to three consecutive formal solicitations;
  - b. Failure to comply with the conditions, specifications, drawings or terms of the contractual agreement with the University on any one contract;
  - c. Being charged before a court of competent jurisdiction with committing a fraud, misdemeanor or felony in connection with the vendor's commercial enterprise. (If charges are dismissed or if the vendor is found not guilty, the suspension shall be lifted immediately upon notification from the vendor.)
  - d. Bankruptcy.
3. Grounds for debarment:
  - a. Failure to request reinstatement on the bid mailing list within six months after receiving a notice of suspension based on B.2. above;
  - b. Willful failure to fully comply with the conditions, specifications, drawings or terms of the contractual agreement with the University twice in any one year period;

- c. Conviction by or judgment obtained in a court of competent jurisdiction for commission of a fraud or criminal offense in connection with the vendor's commercial enterprise. However, if the conviction or judgment is reversed through the appellate process, the disbarment shall be removed immediately upon notification to the University by the vendor of the reversal.
  - d. Violation of the Federal Anti-Trust Statutes arising out of submission of bids or proposals.
  - e. A history of failure to perform, or of unsatisfactory performance, in accordance with the terms of one or more contracts; provided that such failure or unsatisfactory performance is within a reasonable time period preceding the determination to debar. Failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered as a basis for debarment.
4. Any suspension or debarment under this rule shall not become effective until 21 days after the date of a notification letter from the University informing the vendor of the intended action. This written notification shall clearly state the reasons for the suspension or debarment and shall inform the vendor that the action shall become final within 21 days after the date of notification unless:
- a. The vendor demonstrates to the satisfaction of the University that they have complied with all lawful requirements for retention on the mailing list and acceptance of bids, or
  - b. The vendor requests that a hearing be conducted under the provisions of Section 120.57, F.S., to which the Model Rules of Chapter 28-5 F.A.C. apply.
  - c. If a hearing is requested by the vendor within 21 days after the date of the suspension or debarment notice, the proposed suspension or debarment shall be held in abeyance, unless otherwise ordered by the University pursuant to Section 120.60(7), F.S., pending the outcome of the hearing which will be conducted in the manner prescribed A3 and A4 above.

## 11. SMALL, MINORITY AND WOMEN OWNED BUSINESS

### A. General:

The Presidents' goals of Diversity and Inclusiveness and Partnership's are two of the driving motivators in having a strong diversity in contracts program. The program's charter is to promote and encourage the use of small, minority and women owned businesses by UCF Departments.

### B. Definitions:

1. **Small Business** - an independently owned and operated business concern that employs 100 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$3 million and an average net income after federal income taxes, excluding any carryover losses, for the preceding 2 years of not more than \$2 million. As applicable to sole proprietorships, the \$3 million net worth

requirement shall include both personal and business investments.

2. **Minority Business Enterprise** - any small business concern, as defined in (1) above, which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51 percent-owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender makeup or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an under representation of commercial enterprises under the group's control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession.
  
3. **Minority Person** - a lawful, permanent resident of Florida who is:
  - a. An African-American - a person having origins in any of the racial groups of the African Diaspora;
  - b. A Hispanic American - a person of Spanish or Portuguese culture with origins in Mexico, South America, Central America, or the Caribbean, regardless of race;
  - c. An Asian American - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778;
  - d. A Native American - a person who has origins in any of the Indian Tribes of North America prior to 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services;
  - e. An American woman.
  
4. **Certified Minority Business Enterprise** - a business which has been certified by the certifying organization or jurisdiction, whether local, state or federal.

**C. Coordination with Other Offices:** Purchasing provides copies of all advertised formal solicitations for contractual services, supplies, and commodities to the Florida Communities Network, The Alliance and any other entity that requests a package. The Diversity in Contracts Manager reviews all formal solicitations to ensure an adequate number of small, minority and women owned businesses are given an opportunity to respond.

**D. Vendor Development:** In order to assist Purchasing, the cooperation and assistance of each department is required. Some suggested ways of assisting are as follows:

1. When in contact with a known Small, Minority, or Women owned Business concerning source selection, include the name and address of the firm on the purchase requisition as a suggested vendor. Indicate the minority category, if known.
2. When a SMWB call, ask that he/she contact the Purchasing Department's Diversity in Contracts Manager for additional information concerning doing business with the University.

3. While attending community civic business meetings where SMWB representatives are present, encourage them to contact Diversity in Contracts Manager for discussion about doing business with the University.
  4. Consider using SMWB's to fulfill some of your department's orders.
- E. SMWB Directories:** A listings of state certified minority and small businesses can be found at <http://www.osd.dms.state.fl.us/dirhome.htm> or contact the Diversity in Contracts Manager at Purchasing.
- F. Diversity in Contracts Manager:** This individual is charged with the responsibility of seeking out and encouraging increased MSB activity in our daily purchasing activities. He/she is available to assist in locating small, minority and women owned businesses and answering questions concerning UCF's Diversity in Contracts Program.

## 12. SURPLUS PROPERTY

- A. Acquisition of University Surplus Property:** Information on University-owned property which has become surplus may be obtained by contacting the UCF Property Administrator and accessing the weekly Surplus Property Listing through the Physical Plant web page link <http://www.pp.ucf./departments/home.htm>
- B. Surplus Property Warehouse:** The Florida Division of Surplus Property maintains a surplus property warehouse at Starke, Florida. Property may be inspected and selected at this warehouse by authorized persons without an appointment. The following conditions apply to potential acquisitions:
1. Property is available only for use by the University or other State agency or institution. It may not be acquired by individuals for their personal use.
  2. Charges made to the University by the Division of Surplus Property cover overhead and handling expenses only.
  3. All property is issued on an as is, where is basis. Monetary credit cannot be given for any returned property.
  4. University persons desiring to visit the surplus property warehouse should submit a memorandum to Purchasing no later than 4 working days prior to a planned visit listing the name of the University persons making the visit, the appropriate account number to be charged, and a not to exceed amount that these persons are authorized to spend for surplus property items. This information will be transmitted to the surplus property warehouse to provide authorization for the visit.
- C. Disposition of State-Owned Tangible Property:** When a department determines that certain property has become surplus because it is excess, obsolete, uneconomical, or inefficient for continued use, it shall be certified as surplus by the custodian of the property to the UCF Property Administrator. The Property Administrator will assist in completing the proper forms for disposition and will place them on the agenda for consideration by the UCF Property Board. This board is appointed by the Vice President of Administration and Finance to oversee surplus property practices and determine disposition actions. Contact the Property Administrator for information concerning handling of surplus items, as well as procedures

concerning trade-in of state-owned tangible property.

**D. UCF Property Donations Memo ([link](#))**