

## Vendor Guide

### Our Mission Statement

The mission of Purchasing Services is to provide management oversight and facilitation of all University of Minnesota purchasing processes to insure integrity, economy, efficiency, and accountability; to provide sourcing, bidding, and troubleshooting assistance to University of Minnesota colleges and departments; and to ensure that responsibility to the University of Minnesota Stakeholders (e.g., general business community, targeted group businesses, citizens of Minnesota, etc.) is considered in all purchasing policies and practices.

Purchasing Services is located in the West Bank Office Building  
1300 South Second Street, Suite 277  
Minneapolis, MN 55454-1082  
Phone: 612-624-2828  
Fax: 612-624-3410

Office hours are from 8:00 AM to 4:30 PM Monday through Friday. The Purchasing Services Staff is available by appointment. See the Purchasing Services Staff Directory.

<http://purchasing.umn.edu/about/staffdir.html>

### Diversity

The Regents strongly believe that the purchasing power of the University should enhance equal employment and business opportunities for minorities, women and disabled persons. Consistent with the Regents' longstanding policies and achievements in advancing diversity, equal employment opportunity and affirmative action, the University must aggressively promote the use of a diverse vendor base.

### Sustainability

The University is committed to excellence and leadership in protecting the environment through the Regents policy on Sustainability and Energy Efficiency. Departments support this policy when they make environmentally sound purchasing decisions.

### Bid Threshold

The University of Minnesota's formal purchasing bid threshold for goods and standard services is \$50,000.

The bid threshold is the dollar level at which Purchasing Services is required by policy to publicly solicit competitive bids or proposals or approve an exception, and issue the purchase order.

With few exceptions, Purchasing Services shall conduct a competitive process to select vendors for single purchases \$50,000 and over, AND for repetitive purchase requirements valued at \$50,000 and over annually,

### MBid Website

For access to U of MN bid opportunities, \$50,000 and over, suppliers are encouraged to subscribe to the MBid system. To subscribe to this free service, go to

<http://purchasing.umn.edu/mbid/login.html>

## **Responding to Requests for Bids or Proposals**

Once you have received a Request for Bid or Proposal, carefully review the requirements. Questions may be addressed to the individuals listed in the Request.

## **Bid/Proposal Due Date and Time**

Carefully review the Bid/Proposal due date and time. Late Bids or proposals will not be considered.

## **Bid or Proposal Status**

The status of files can be found in the MBid system, located at <http://purchasing.umn.edu/mbid/login.html>

## **Departmental Purchases under \$50,000**

Departments can make purchases under \$50,000 by using one of the following purchasing methods.

- Electronic Requisition/Purchase Order
- Purchasing Card for one time purchases up to \$2500

Individual departments are required to perform an informal bid process to select a vendor and make a purchase.

## **Marketing to Departments**

Vendors are not permitted to solicit business or demonstrate equipment on the University of Minnesota premises unless requested by a University department. Contact a department to schedule an appointment. Mailing information/brochures/price lists to departments is also permitted. Cold calls (dropping in) on the department are not permitted.

Here is a link to the University directory

<http://www1.umn.edu/systemwide/directories>

## **Parking on Campus**

See University of Minnesota Parking and Transportation Services.

<http://www1.umn.edu/pts/>

## **Vendor Activity at the University of Minnesota**

University of Minnesota Financial Policy and Procedures can be found at the link below.

Vendors should be aware of the University Policies and Procedures.

<http://purchasing.umn.edu/policy/policy.html>

## **Smoke-and-Tobacco-Free Campus**

Smoking or using tobacco products and electronic cigarettes is prohibited in all facilities and on all University property. All employees of the selected Respondent and their subcontractors must adhere to this policy while working on campus. Information regarding the University's Smoke-and-Tobacco-Free Campus policy can be found online.

<http://www.policy.umn.edu/Policies/Operations/Safety/SMOKETOBACCO.html>.

## **Gifts**

It is against University policy and Minnesota law for University of Minnesota employees to accept gratuities or gifts from vendors.