**Purchasing Services - Appendix**

**Significant Policies and Regulations**

The following significant policies and regulations are adhered to in the conduct of our programs and services.

**Code of 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, including the President, Vice Presidents, Deans, Chairpersons, Directors, budget committee members, initiators of requirements and their supervisors, receiving personnel, finance and accounting personnel, PCard holders, and all members of a purchasing activity are bound by the standard of conduct for public officers and employees set forth in Chapter 112, Part 3, Florida Statutes and University of Florida Rule on University Ethics, Rule 6C1-1.011, F.A.C.

**Conflict of Interest**

Except as may be permitted by the directives of the University of Florida 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:

1. He/she or any member of his/her immediate family will benefit from a University purchasing transaction.
2. A business or organization in which he/she, or any member of his/her family, (spouse, children, parents, brothers and sisters) has a financial interest and will benefit from a University purchasing transaction.
3. 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.
4. All employees having a financial interest in a private concern shall file a statement annually with the University disclosing such interest.
5. All individuals taking part in the development or selection of criteria for evaluation, the evaluation process, and the contract award process in any purchase shall be independent of, and have no conflict of interest in the entities evaluated and selected.

**Authority to Sign Contracts**

The President has delegated to the following University positions, not under the supervision of Purchasing Services, the following contracting duties:

1. Chief Financial Officer to approve and execute contracts for the University, in the absence of the President.
2. Vice President for Research to approve and execute all grants, donations, and research and instructional contracts received on behalf of the University.
3. Director, Sponsored Research to approve and enter into agreements for activities and programs using sponsored research and grant funds in accordance with University policies, directives and procedures and to recommend to the Purchasing Director the use of the sponsored research exemption.
 Monetary Thresholds and Exemptions

1. Purchases of at Least $1000

   Any agreements containing terms and conditions, or other such verbiage, including Maintenance
   Agreements, Software License Agreements, etc., requiring signature must be forwarded to
   Purchasing Services where they will be reviewed and signed.

2. Purchases Below $5000

   It shall be the Purchasing Coordinator's discretion whether quotes are needed on purchases below
   $5000. Quotations are encouraged whenever possible.

3. Purchases $5000 - $24,999

   Documented quotations from two or more vendors by telephone, fax, email, or justification why not
   obtained is required for purchases greater than $5000 to $24,999. Verbal quotes may be
   documented on the requisition.

4. IT Purchases of $20,000 and above

   Information technology resources acquisitions costing $20,000 or more must be approved by the
   University Information Resource Manager (IRM).

5. Communications Purchases of $25,000 and above

   All communications resources purchases of $25,000 or more must be approved by the University
   Information Resource Manager (IRM).

6. Purchases $25,000-$74,999

   Written quotes from two or more vendors or written justification why quotations were not obtained
   shall be obtained for purchases greater than $25,000 to $74,999. Purchasing Services may, at their
   discretion, waive the requirement for written quotations when it is in the best interests of the
   University. The purchasing file shall be documented prior to the processing of a purchase order by
   the Purchasing Coordinator as to the circumstances when competitive quotes are not obtained.

7. Purchases of $75,000 and above
   a. Formal competitive bids, (ITB/RFP/ITN) are required on purchases of commodities, contractual
      services, deferred payment and revenue generating contracts in excess of $74,999. A formal
      two-party contract may be required for contract services. For the purposes of determining the
      bidding threshold the total cost of the requirement may include any options, add or deduct
      alternates, and trade-ins, for the life of the contract.
   b. Commodities or contractual services available only from a single source, my be exempted from
      the bid requirements when the University certifies and documents that there is only one source
      of supply capable of meeting all specifications, terms and conditions to the University's
      satisfaction.
   c. Software license agreements that exceed the $75,000 level will be forwarded by Purchasing
      Services to the University's General Counsel Office for review prior to being signed by
      Purchasing Services. The Purchasing Coordinator will notify the department when this occurs.

8. Purchases of $100,000 and above
The President or his designee may require a Payment and Performance (P&P) Bond on contracts for the construction of any public building or for repairs on any public building or public work between $100,000 and $200,000. Projects in excess of $200,000 must require a Payment and Performance Bond. NOTE: It is good practice to require a P&P bond whenever the project exceeds $100,000.

9. Purchases of $150,000 and above
   a. Contractual Service Contracts for greater than $150,000 must be reviewed by the General Counsel.
   b. Invitations to Bid, Requests for Proposal and Invitations to Negotiate for commodities expected to be in excess of $150,000 shall be advertised. The venue is selected by the purchasing Coordinator and may include the University Purchasing website, the Florida Administrative Weekly, or Florida Communities Network. The Purchasing Director has the authority to waive the advertisement requirement when the number of potential bidders or proposers is limited and can otherwise be solicited, when the availability of funding requires or where delivery is urgent.

10. Purchases of $200,000 and above
    A construction project exceeding $200,000 must be advertised in the Florida Administrative Weekly for a period of 21 days.

11. Purchases of $1,000,000 and above
    All purchases in excess of $1 million will be reviewed and approved by the President. For contracts and software license agreements, the contract will be processed by Purchasing with legal review and involvement. When completed and signed by the vendor, it will be transmitted with cover memo to the Vice President, Finance and Administration for delivery to the President.

12. The following commodities and services are exempt from competition (6C1-3.020) FAC:
    a. Artistic services.
    b. Academic reviews.
    c. Lectures.
    d. Auditing services.
    e. Legal services, including attorney, paralegal, expert witness, appraisal, arbitrator or mediator services. Written approval from the Attorney General is not required for private attorney services acquired by the University, pursuant to s. 287.059, F.S.
    f. Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration. Prescriptive assistive devices for medical, developmental or vocational rehabilitation including, but not limited to prosthetics, orthotics, and wheelchairs, provided the devices are purchased on the basis of an established fee schedule or by a method that ensures the best price, taking into consideration the needs of the client.
    g. Services provided to persons with mental or physical disabilities by not-for-profit corporations organized under the provisions of s. 501(c) (3) of the Internal Revenue Code or services governed by the provisions of the Office of Management and Budget Circular A-122.
    h. Medicaid services delivered to an eligible Medicaid recipient by a health care provider who has not previously applied for and received a Medicaid provider number from the Department of Children and Family Services. This exception will be valid for a period not to exceed 90 days after the date of delivery to the Medicaid recipient and shall not be renewed.
    i. Family placement services.
    j. Training and education services.
    k. Advertising.
    l. Services or commodities provided by the Federal Government, the State, other states, political subdivisions or entities, colleges, and universities.
    m. Continuing education events or programs that are offered to the general public for which fees have been collected to pay all expenses associated with the event or program.
n. Purchases from firms or individuals that are prescribed by state or federal law or specified by a granting agency.
o. Regulated utilities and government-franchised services.
p. Regulated public communications, except long distance telecommunication services or facilities.
q. Extension of an existing contract.
r. Renewal of an existing contract if the terms of the contract specify renewal option(s).
s. Purchases for resale.
t. Accountant Services.
u. Contracts or services provided by not-for-profit, direct support, health support and University affiliated organizations.
v. Implementation, programming, or training services available from the owner of copyrighted software or its agent.
w. Purchases of materials, supplies, equipment, or services for research purposes when the Director of Sponsored Research or designee, certifies that, in a particular instance, it is necessary for the efficient or expeditious prosecution of a research project.

13. Contract Awards not subject to Competitive Solicitations
   a. No person or firm who receives a contract to perform a feasibility study for potential implementation of a subsequent contract, participates in the drafting of a competitive solicitation, or develops a program for future implementation shall be eligible to contract with the University dealing with the specific subject matter.
   b. All persons taking part in the development or selection of criteria for evaluation, the evaluation process, and the contract award process in any purchase shall follow all relevant portions of the State of Florida Code of Ethics for Public Employees, Chapter 112, Part 3, Florida Statutes, and the University's rule on outside activities, Rule 6C1-1.011, F.A.C

14. Sole Source Purchase
   a. Commodities or contractual services 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 all specifications, terms and conditions to the University's satisfaction. A completed Sole Source Certification form is required.
      i. Description and use (in layman's terms).
      ii. List unique features that this item or service has that other comparable items or services do not have, and why these unique features are needed. Show as clearly and concisely as possible why only this item or this service will accomplish the function required.
      iii. Explain if the product or service is being purchased directly from the manufacturer. If not, explain why the item cannot be bid to the various dealers.
      iv. Explain the necessity for compatibility with existing equipment or instrumentation, if applicable.
      v. Price cannot be used as a justification for a sole source.
   b. The department will furnish, along with the requisition and a sole source certification, a current written quotation from the vendor.
   c. If the President or his designee determines, in writing, that there is only one source for the required commodity, service or construction item, the sole source will be posted for three (3) full business days. A purchase order is issued when the posting period is over.
   d. Documentation will be maintained that the price quoted is a reasonable price.

15. Emergency Purchase
   a. When the President or designee determines, in writing, that a condition exists that threatens the public health, safety or the welfare of person(s), animal(s), the preservation or protection of property, or the continuance of a vital University function, Purchasing Services is permitted to proceed with the procurement of commodities or contractual services without a competitive solicitation. The emergency purchase shall be limited to the purchase of the type of items and quantities needed, or for a time period sufficient to meet the immediate threat, and shall not be used to meet long-term requirements.
   b. Responsibility of the Requisitioning Department - Contact the Purchasing Director immediately to notify Purchasing of the emergency. If the Purchasing Director deems the situation to be a genuine emergency, authorization is given to proceed with the purchase immediately. The department must follow up with a requisition to Purchasing and must attach a complete justification for the emergency purchase. An emergency acquisition is not an excuse for poor planning. All emergencies must meet the above criteria.
16. Contracts and Negotiated Annual Price Agreements  
   a. Purchases from bid Contracts and Negotiated Annual Price Agreements established by the State, other governmental entities, or other public or private educational institutions, and educational cooperatives and educational consortia are not subject to further competitive solicitation.

17. Sponsored Research Exemption  
   a. Section 1004.22(7), F.S., allows the University to exempt the purchase of materials, supplies, equipment or services for research purposes from the general purchasing requirements of Rule 6C1-3.020, F.A.C. and the requirements of Chapters 215, 216 and 283, and Section 112.061, F.S. Such an exemption shall be exercised only when the Vice President for Research or the Vice President's designee certifies to the President in each particular instance that the exemption is necessary for the efficient or expeditious prosecution of a research project. Rule 6C1-3.021 F.A.C. establishes the Sponsored Research Exemption Procedures.

18. Construction Direct Purchase Program  
   a. Commodities to be incorporated into any public work (as that term is defined in Florida Administrative Code 12A-1.094) which are procured by the University in accordance with the requirements of the University's direct purchase program are not subject to any further competitive solicitation.

Sustainability

1. Purpose  
   a. The purpose of this policy is to support campus sustainability at the University of Florida and to provide guidelines, information, and resources in procuring products that will minimize negative impacts on society and the environment to the greatest extent practicable.

2. Responsibilities of Departments  
   a. Develop and maintain information about environmentally and socially preferable products. Departments should use the list composed in this document as a guideline and may add or modify the list as needed.  
   b. Inform employees of their responsibilities under this policy; provide them with information about sustainable procurement opportunities. Check the Purchasing web page for frequent updates on vendor commitments to sustainability, including new annual contracts and participation in vendor shows.

3. Best Practices and Procurement Strategies  
   a. Reduce waste at the point of purchase.  
      i. Faculty, staff and students can help achieve the University’s waste reduction goals by practicing the three R’s: reducing, reusing, and recycling. Priority should be given to reducing waste upstream by purchasing products made from recycled material that can be reused or recycled.  
      ii. To reduce disposal costs and waste, choose items that can be remanufactured, recycled, or composted. Many products made from recycled materials are available and are being included in the University of Florida contracts. Current contracts include:  
         iii. Contract information is available from the Purchasing website under contracts and UF Pricing.  
   b. Purchase durable and reusable goods.  
      i. Using life-cycle cost analysis, rather than automatically choosing goods with the lowest purchase price, can help departments identify the best long-term value. Factor in a product's estimated life span as well as its energy, maintenance, consumable supplies and disposal costs.  
      ii. Consider durability and reparability of products prior to purchase.
iii. Invest in goods with extended warranties. Conduct routine maintenance on products/equipment.

iv. Save money and minimize waste by eliminating single-use items, such as non rechargeable batteries, in favor of rechargeable batteries. Use rechargeable cartridges.

c. Lease and rent when appropriate.
   i. Consider an operating lease or rental rather than a purchase or capital lease. Lease and rental contracts give vendors the responsibility for the upkeep of goods such as computers and copiers, and for managing them at the end of their useful life. Businesses that lease equipment tend to manufacture more durable items, salvage reusable parts, refurbish, recycle, or donate used equipment that can no longer be leased. Renting is a cost-effective option for short-term equipment needs.

d. Specify product and packaging take-back.
   i. Increasingly, product vendors are offering to take back the products they sell when they become obsolete. By utilizing vendors who offer an Extended Product Responsibility (EPR) program, especially take-back, recycle, and disposal programs, departments are assured equipment and products are disposed of properly whether recycled, donated, refurbished or disposed of without the added cost.

   ii. Other vendors will take back used items such as carpeting and toner cartridges when purchasers buy new products. For example, several carpet manufacturers have invested in sophisticated recycling facilities that turn old carpet into new carpet or other goods and toner cartridges are disposed of properly or sent to be recharged and sold at a lower cost.

   iii. Departments should require vendors to assume responsibility for some of their shipping materials, such as wooden pallets and excess packaging materials. When ordering large furniture or computer shipments request products ship blanket-wrapped or using reduced packing material.

e. Buy goods in bulk or concentrated form.
   i. This practice can significantly reduce the packaging associated with lower product quantities and save costs. Carefully estimate demand when purchasing in bulk; purchasing more than is needed can create excess that becomes waste.

f. Manage surplus effectively.
   i. The University of Florida can reduce waste by eliminating excess purchases. Reviewing past needs can minimize the procurement of unneeded items. Clean out your office supply cabinet and post re-usable items for UF Departments on GatorList.net or donate to local non-profit organizations such as Alachua County's Tools for Schools. Departments should utilize Asset Management Services for disposing of unwanted, out-dated property. Asset Management will effectively redistribute, recycle, or dispose of surplus property by bidding it out over the Internet through surplus on-line bids, police auctions, property warehouse, or federal warehouse. For more information see Asset Management's Services Web Site: http://fa.ufl.edu/am/surplus/.

g. Procure commodities that are certified to meet sustainability standards.
   i. Forest Stewardship Council www.fsc.org
   ii. Chlorine Free Products Association www.chlorinefreeproducts.org
   iii. Energy Star www.energystar.gov/purchasing
   iv. Electronic Product Environmental Assessment Tool (EPEAT) - www.epeat.net
   v. Environmental Choice www.environmentalchoice.com
   vi. Green Guard www.greenguard.org
h. Procure remanufactured goods and use refurbishing services.

It is generally much less expensive to buy remanufactured goods such as remanufactured toner cartridges, or to use refurbishing services for computer upgrades, carpet repair, and furniture reupholster, than to buy new items. "Recharged" toner cartridges typically save departments 30 to 50 percent per sheet of paper. Remanufactured items should require no sacrifice in performance. Check with Purchasing for current contracts in place for remanufactured products.

i. Purchase goods containing fewer toxic constituents.

By procuring goods with fewer or no toxic chemicals, departments can reduce their hazardous waste disposal, future liability concerns, and the risk of occupational exposure and spills. Low-toxicity products such as mercury-free medical supplies, printing ink low in volatile organic compounds (VOCs), and chrome and chlorine free cleaning supplies are increasingly available and cost-competitive. See the Cross-sector certifications to help selecting products (example: Green Seal certified for cleaning products).

j. Reduce paper use.
   i. Set all printers, copiers, and fax machines to the default duplex mode if the function is available.
   ii. Purchase office equipment that has duplex capability.
   iii. Utilize technology to send and store information electronically.
   iv. Utilize internet fax when available.
   v. E-mail document files instead of faxing hardcopies.
   vi. Instead of having forms preprinted and stored, fill out forms online and print as needed when available and feasible.
   vii. Store documents electronically instead of storing hard copies.

4. Current Guidelines in Place
   a. All University of Florida personnel will purchase recycled and environmentally preferable products whenever practicable.
   b. University of Florida Departments will purchase hybrid or alternative fuel vehicles.
   c. The University of Florida will have a recycle container available within a reasonable distance of soda machines and in all dining establishments where canned or bottled drinks are served: http://www.ppd.ufl.edu/gmdrr.htm. Contact Physical Plant's Solid Waste Coordinator at 392-7396 or 392-1148 x 301.
   d. University of Florida should promote the use of recycled and other environmentally preferable products by publicizing its sustainable procurement program. Materials produced for advertising, conferences, trade fairs, press releases, and other communications with clients and citizens can make reference to the University of Florida's commitment and leadership in the use of recycled and environmentally/socially preferable products.
e. The University Purchasing and Disbursements Department will make every effort to secure contracts with vendors that are socially and environmentally conscientious, and certified green whenever practicable.

5. Purchasing and UF’s Zero Waste by 2015 Goal
   a. Purchasing recyclable or products made out of recycled material is only part of the life cycle, you must recycle when ever possible. If you are not sure about the different recycling programs on campus, visit the Physical Plant Division, Grounds Department website [http://www.ppd.ufl.edu/grounds-refuse.html](http://www.ppd.ufl.edu/grounds-refuse.html) or call (352) 392-7396.

6. Environmentally Preferable Purchasing (EPP) Resources
   a. Resources:
      i. Center for a New American Dream's Procurement Strategies ([www.newdream.org/procure](http://www.newdream.org/procure))
      ii. EPA's EPP Web Site ([www.epa.gov/oppt/epp](http://www.epa.gov/oppt/epp))
      iii. EPPNet ([www.nerc.org/eppnet.html](http://www.nerc.org/eppnet.html))
      iv. INFORM ([www.informinc.org](http://www.informinc.org))

   b. Examples of environmentally preferred products:
      i. Recycled paper and paper products
      ii. Remanufactured laser printer toner cartridges
      iii. Energy Star Rated computers and appliances
      iv. Rechargeable batteries
      v. Re-refined lubrication, hydraulic oils, and antifreeze
      vi. Recycled plastic outdoor-wood substitutes including plastic lumber, benches, fencing, signs and posts
      vii. Recycled content construction, building and maintenance products, including plastic lumber, carpet, tiles and insulation
      viii. Re-crushed cement concrete aggregate and asphalt
      ix. Cement and asphalt concrete containing glass cullet, recycled fiber, plastic, tire rubber, or fly ash
      x. Compost, mulch, and other organics including recycled biosolid products
      xi. Re-manufactured and/or low or VOC-free paint
      xii. Cleaning products with lowered toxicity
      xiii. Energy saving products
      xiv. Waste-reducing products
      xv. Water-saving products

7. Socially Responsible/Ethical Purchasing Standards
   a. In demonstrating a commitment to sustainability and seeking to ensure safe and healthy workplaces for the people who make products for the University of Florida, purchasers should strive to ensure that the products they purchase meet International Labor Organization (ILO) manufacturing standards and Fair Trade Labeling standards.
      i. Learn more about the importance of ethical purchasing:
         ii. VeritÃ© ([www.verite.org](http://www.verite.org))
         iii. Workers Rights Consortium ([www.workersrights.org](http://www.workersrights.org))
         iv. Silicon Valley Toxics Coalition (svtc.igc.org/svtc/)

8. Exemptions
   a. Nothing in this directive should be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable price.
Guidelines for Certain Types of Purchases

A. Equipment on a Temporary Trial or Loan Basis

Equipment placed on campus on a temporary trial or loan basis by a vendor must have the prior approval of Purchasing Services. Notify the corresponding buyer with make, model, location, contact and approximate value.

B. Purchases of Food Products, Room Rental and Entertainment

University policy prohibits the expenditure of public funds for food products, entertainment or similar items with the following exceptions:

The product is used directly in instruction or research.

The expenditure is specifically provided for in the terms of a contract, grant or donation. Terms of the award specifically provide for conferences/meetings in performance of project. The inclusion of these conferences/meetings must however, comply with regular travel reimbursement procedures for per diem pursuant to General Services (GSA) rates.

Short course or conference fees have been collected for the express purpose of paying for such items

Student functions, when approved by the Student Government Finance Office.

Direct payment of hotel rooms for individuals must have the prior approval of Purchasing Services. In order to make this type of payment, there must be a substantial savings to the University.

C. Acquisition of Printing

Chapter 283, Florida Statutes imposes limitations on the purchase of printing or duplicating from off campus vendors. The following instructions apply to the purchase of printing:

The University shall purchase, when economical, recycled paper if and when recycled paper can be obtained that is of adequate quality for the intended purposes.

Preference Given Printing Manufactured in Florida Preference shall be given to bidders located within the state when awarding contracts to have materials printed, whenever 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.

Items to Be Included in Bids All bid invitations issued by the University for printing shall provide in the bid conditions that all cost for delivery, storage, freight, and packing are to be prepaid by the vendor, F.O.B. the address or addresses listed on the bid invitation unless otherwise specified.

Agreements with Vendors for Private Publication of Public Information Materials:

The University may enter into agreements to secure the private publication of public information brochures, pamphlets, audiotapes, videotapes, and related materials for distribution without charge to the public. The University may:

i. Enter into agreements with private vendors for the publication or production of such public information materials, by which the costs of publication or production will be borne in whole or in part by the vendor or the vendor agrees to provide additional compensation in return for the right of the vendor to select, sell, and place advertising that publicizes products or services related to and harmonious with the subject matter of the publication.

ii. Retain the right, by agreement, to approve all elements of any advertising placed in such public information materials, including the form and content thereof.

a. Any public information materials containing advertising of any kind must include a statement providing that the inclusion of advertising in such material does not constitute an endorsement by the University of the products or services so advertised.

Information to Be Supplied with Requisition:

a. Printing requirements should be planned well in advance to permit purchase in compliance with the procedures described above.

Adequate information should appear on the requisition to insure that the required printing is obtained. The following list of terms may be of assistance in describing the printing desired: type style, type size, color of ink, size of paper, color of paper, weight of paper, number of pages, printing on one or both sides, printing on inside of cover, stapled, stitches, perforated, scored, folded, numbered, padded, packaged.
b. The requisition should also include the following information: date final copy will be available; date for receipt of proof, if required; date final delivery is required; point of delivery; person to be contacted in requisitioning department if additional information is required; and any other pertinent information.

c. If samples of similar printing jobs are available, copies should be forwarded with the requisition. Should samples not be available, one copy of the document to be printed should be forwarded if available.

D. Information Technology Resources

Chapter 282, Florida Statutes require that information technology resources may only be acquired if approved by the agency Information Resource Manager (IRM) as part of the agency Information Resource Operating Plan or any supplement thereto. The University is committed to development, deployment and operations of a productive, cost-efficient and secure information technology environment in support of its missions. The University reviews information technology purchases as necessary to meet its commitments.

All software purchases of $20,000 or more are subject to review. Software purchases are those with category codes beginning with 4323.

All hardware purchases of communications equipment, network equipment, telecommunications and video conferencing equipment are subject to review by the Office of Information Technology regardless of dollar value. Hardware purchases of network equipment, telecommunications and video conferencing equipment are those with category codes beginning with 4319, 4320, 4322, 4511 or 8611.

Requisitions containing items meeting the review criteria in the Information Resource Review Policy are forwarded to the Information Resource Manager (IRM) for review.

The IRM will complete the review within two (2) business days of receipt and notify the department submitting the requisition and Purchasing Services of the results of the review in writing.

   1. If approved by the IRM, the requisition may be subject to additional review under other policies and procedures. If disapproved, the requisition will be returned to the requesting department for reconsideration.

E. Term Contracts

Term contracts are indefinite quantity contracts whereby a contractor agrees to furnish an item(s) or services 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 such contracts.

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 the terms of the contract and conditions of renewal or extension, if any, are included in the solicitations and funds are available for the first fiscal period at the time of contracting. The performance of the University of any of its obligations under a multi-term contract shall be subject to and contingent upon the availability of funds appropriated by the Legislature of the State of Florida, the obligation of funds by the prime funding agency, or otherwise lawfully expendable for the purposes of the agreement for the current and future periods.

   Prior to the use of a multi term bid/proposal, it shall be determined that:

   1. Estimated requirements cover the effective period of the bid/proposal and are reasonably firm and continuing; and,
   2. Such bid/proposal will serve the best interest of the University by encouraging effective competition or otherwise promoting economies in University purchasing.
   3. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the order shall be paid only for supplies or services already received under the contract.
   4. Departments will be contacted if purchases of a recurring nature indicate that a term contract would be advantageous. Information as to specifications and estimated annual usage shall be supplied by the
using department. Amount Only Purchase orders may be used to consummate purchases against these contracts. Departments may request assistance of Purchasing Services in establishing term contracts.

5. The University may acquire any commodity which is available on any term contract or price agreement executed by the State Department of Management Services when such purchase is most advantageous to the University, with price, quality, performance and other factors considered. Any such purchases by the University are exempt from competitive bid requirements.

6. Any article, except printing, furnished by PRIDE, a private not for profit corporation established pursuant to Florida Statutes 946.515, shall be purchased by the University from this corporation, when price and quality are determined to be comparable to articles required by the University.

F. Maintenance or Service Agreement

Departments should carefully analyze all information and select among the following 3 equipment maintenance alternatives:

1. Assumed risk (self-insure) - where no contractual agreements are entered into and the department assumes the risk for repair or replacement of equipment.
2. Regular maintenance agreements - where department contracts for specific number of preventative maintenance visits and repairs plus parts where needed with various service providers.
3. University Managed Maintenance program - where department pays annual premium to contract vendor and contact service provider of their choice for preventative maintenance and repair.

When considering these alternatives, consider the past experience of premium cost to maintenance and repair payouts. Also consider the value, age, and condition of the equipment as well as the frequency of use and critically of the equipment to the department.

Requisitions for maintenance or service agreements on office machines or laboratory equipment must include the following information:

1. Location (room number) of machine and name of contact person.
2. Name brand, model number, serial number, and decal number of equipment.
3. Copier maintenance requisitions should also include the monthly base rate fee and the overage cost per copy.
4. Beginning and ending dates of maintenance period.
5. One copy of proposed maintenance agreement. Please note that the using department is not authorized to sign and approve vendor maintenance agreements. All agreements should be submitted with the requisition for signature and approval by Purchasing Services.

G. Contractual Services

Contractual services are defined as the rendering of a contractor of its time and effort rather than furnishing specific commodities. This definition applies to individuals who are not performing the duties of a University position. The Consulting and Professional Worksheet for contractual services shall be signed by all parties and the purchase order issued prior to the rendering of any service. For the purposes of this section, Construction is not considered a service.

All procurement of contractual services in excess of $75,000 shall be evidenced by a written agreement embodying all provisions and conditions of the procurement of such services. The terms and conditions of an agreement should be stated clearly and unambiguously in order that any person would have no difficulty in determining that the precise duties and obligations undertaken by the University are not in violation of any of the laws of the state relative to the expenditure of funds.

At the discretion of Purchasing Services, a contractual agreement may be required for supply items, particularly when the acquisition involves: a term contract, the furnishing of supplies with significant service and installation costs, the production of items from design or performance specifications, research and development equipment, high-value/unique/non-standard supplies and equipment, long lead time production items, or agreements involving partial payment schedules or definitive project phases.
. Agreements may be necessary in procurements less than $75,000 when:
  i. The requirement for an agreement is prescribed by a commanding authority, such as grant subcontracts.

  1. Procurements where an agreement is necessary to protect the University's best interests.
  2. Complex service contracts to establish the payment method, payment schedule, contract deliverables, or performance standards.
  3. Required by the contractor.

a. Only university personnel specifically delegated the authority, in writing, by the President are authorized to sign agreements and financially commit the University within the limits of their delegation. No department or individual, unless specifically delegated so, may sign any agreement or represent in any manner whatsoever to an individual or business that they possess the authority to bind the University. All agreements must be signed by the person with the delegated authority. All agreements are subject to legal review and approval prior to signature, except for those specific agreements, conditions, and circumstances assigned to Purchasing Services.

H. Contracts

Contracts for commodities or contractual services or licenses shall consist of a purchase order or bilateral agreement signed by the President or designee prior to or within thirty (30) days of the goods or services being rendered by the contractor.

Any contract for the purchase of services or tangible personal property for a period of excess of one fiscal year shall include the following statement: "The State of Florida's and University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature".

Extension of a contract shall be for a period not to exceed 12 months, shall be in writing, shall be signed by both parties, and shall be subject to the same terms and conditions set forth in the initial contract.

A contract may contain provisions for renewal. 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.

The President shall have the authority to enter into deferred payment agreements utilizing the State of Florida Consolidated Equipment Financing Program (CEFP). When a commodity contract requires deferred payments and the payment of interest under that program, the contract will be submitted to the State of Florida Chief Financial Officer's Office for the purpose of pre-audit review and approval prior to acceptance by the University. No agreement shall establish a debt of the State or shall be applied to the faith and credit of the State; nor shall any agreement be a liability or obligation of the State except from appropriated funds.

In order to promote cost-effective procurement of commodities and contractual services, the University may enter into contracts that limit the liability of a vendor consistent with section 672.719, F.S.

The total value of the contract shall be the purchase price for the initial term plus all renewal costs.

I. Carpet

All carpet installed at the University must meet the minimum following flammability requirements and all other safety tests associated with flooring installed at educational/healthcare institutions:

   1. DOC FF1-70
   2. ASTM E 84-80 Tunnel Test (75 or less flame spread rate)
   3. Smoke Density Test-NBS-NFPA-258 (450 or less)

Physical Plant Division (PPD) is responsible for all facility work in E & G buildings. Health Science Center (HSC) Facilities' office is responsible for all facility work in the HSC buildings. IFAS Facilities' office is responsible for all facility work in the IFAS buildings. This includes carpet placement/replacement. Environmental Health & Safety (EH&S) is responsible for campus asbestos abatement. Each of the
"Facility" offices is responsible for the administration and funding decisions concerning all carpet installations. Funding is provided by either them or University departments. Any required asbestos abatement activity related to "Facility" funded carpet removal is also funded by them. When existing carpet is glued to Vinyl Asbestos Tile (VAT), the VAT removal is part of the carpet removal as required by EH&S.
Departments wishing to replace carpet at their expense can utilize the University contacts or state contracts for this service by calling the appropriate facility office or PPD/Work Management Center. Funding is provided and contract administration is accomplished. If asbestos abatement is required during carpet removal for department-funded replacement, then the department is responsible for funding this abatement.

J. Office Furniture

Any office furniture purchased must be on a State Contract, or be equivalent or less in price to a comparable item on State Contract. A written justification must be submitted with the requisition when a department wants to purchase office furniture not on a State Contract.

Any requisition to purchase a special chair because the prospective occupant has "back problems" must be approved by Environmental Health & Safety Department.

At the discretion of Purchasing Services, furniture may be purchased up to the following guidelines without a written justification:

1. Office Chair - $675
2. Sofa - $1,400
3. Love Seat - $1,100
4. Wing Back Chair - $800
5. End Table - $400
6. Coffee or 48" Conference Table - $600

Other furniture purchases under $2500-The University has the option to purchase from non-contract vendors provided the cost is below $2500.

Portable room partitions are walls or dividers that are a substitute for standard walls. They are usually sold by furniture suppliers and can be wired for electrical/computer/telephone. Partitions serve a valuable function when correctly installed in "open concept" interior spaces. Partitions meeting any of the following conditions will be treated as real property, will require adherence to normal administrative approval rules, and will require the completion of a Minor Project/Construction Request (Form 90). This includes partitions that:

1. Impact Fire and Safety Codes in any way including fire sprinkler system/sprinkler locations and fire egress.
2. Are directly wired to the building for electricity (have a power panel) and/or telephone, data and video.
3. Exceed 72 inches in height.
4. Impact the existing lighting or the space to be partitioned.
5. Attach to or abut two or more existing walls.
6. Exceed 20 total linear feet.
7. Have doors.
8. Will affect the room numbering scheme.
9. All locks must be compatible with applicable master keying for the facility in which the partition is installed.
10. Partitions and partition installations must meet all fire, construction, and life safety codes.

K. Trade in of University Owned Property

No University property may be removed or disposed of without first obtaining the approval of Asset Management Services.

Departments wishing to trade in equipment must submit a requisition for the commodity to be purchased and include the following information about the equipment to be traded: noun name, model number, serial number, and UF decal number. An approved "Report of Survey" form authorizing disposal by trade-in should be sent to
Asset Management Services.
Purchasing Services will evaluate the price for the equipment that is to be traded following established purchasing procedures.
University Property Services will hold the Report of Survey until the new item is received and will process the trade-in when the new item is put on the Property Master File.
To determine the appropriate bid/quote level requirements involving trade-in property, the value of the trade-in property and the price of any new equipment is combined together (not deducted) to calculate the net total value of the transaction.

L. Motor Vehicles, Watercraft or Aircraft

It is the intent of the University to purchase vehicles with the highest fuel efficiency and therefore lowest greenhouse gas emissions. See the purchasing website for additional information on vehicle purchases. Vehicles owned, leased or operated by the University are available for official University business only. Purchasing Services has the authority to:

1. Establish standard classes of motor vehicles to be leased, purchased or used by University personnel.
2. Acquisition may be by purchase, lease, installment-purchase, loan, or by any other legal means and may include a trade-in. All motor vehicles purchased or leased shall be of a class that will safely transport University personnel and adequately meet the requirements of the University.

Motor vehicles owned, leased or operated by the University shall be available for official University business only. Approval - The University shall not acquire any motor vehicle, watercraft or aircraft through purchase, lease, lease purchase or transfer from another public entity without Purchasing Services approval. The requesting department shall submit a requisition to Purchasing Services complete with the following information:

1. Completed written request for purchase of vehicle;
2. If the vehicle is on State Contract, enter the State Specification and Contract number on the requisition;
3. If the vehicle is not on State Contract, a complete detailed specification, including optional equipment, must be included in the requisition. Justification for the purchase as a contract exception must also be submitted.
4. A justification on the need for the vehicle including a discussion regarding the particular type/style of vehicle selected, and any extra features provided above and beyond the base vehicle configuration.

The following vehicles need prior approval by Environmental Health and Safety (EHS) before purchase, to make sure the appropriate training has been obtained. They are:

1. Minivans or Vans
2. Agricultural Farm Equipment
3. Agricultural Tractors
4. All Terrain Vehicles

Upon receipt of the required document, Purchasing Services shall complete the acquisition following established purchasing procedures. Physical Plant's Motor Pool Division shall be notified upon issuance of the purchase order for vehicle and will be responsible for processing the vehicle into the University's fleet pool.

M. Radioactive Materials and Radiation Emanating Equipment

Radioactive materials and radiation emanating equipment (lasers and X-rays) are controlled by the University's Radiation Central Office (RCO) at Environmental Health and Safety. Approvals for the purchase of radioactive materials and radiation emanating equipment must be received by the RCO in advance. Only the RCO may receive and transport radioactive substances. The using department must comply with all University guidelines and directives regarding the safety, storage and disposal of these materials.
N. Controlled Substances

Controlled substances may be ordered by licensed personnel and must provide a copy of the license along with the requisition to Purchasing Services. The using department must comply with all University guidelines and directives regarding the safety, storage and disposal of these materials.

O. Live Animals

Live animals may only be ordered with the approval of the Department of Animal Care Services. The using department must comply with all University guidelines and directives regarding the safety, and handling of live animals.

P. Hazardous Materials and Equipment

All hazardous supplies, equipment and services are controlled by Environmental Health and Safety (EHS) and must be approved by them prior to purchase. These include:

- All renovation and construction
- Air purifying respirators
- Anaerobic chamber
- Asbestos decontamination or removal
- Autoclave and sterilizer
- Autopsy supplies and equipment
- Bacteria Fungi
- Bench top fume collection cabinets
- Biological safety cabinets
- Boilers & pressure vessels
- Bulk storage tanks
- Cleaning of kitchen exhaust systems
- Compressed gas cabinets
- Disaster recovery services
- Dioxins and Tri-, Tetra- and Pentachlorophenol
- Electron Microscopes
- Environmental growth chamber
- Explosives and fireworks
- Eyewash stations and safety showers
- Fall protection devices (harnesses & lanyards)
- Fire fighting equipment
- Fire suppression systems
- Food service equipment
- Fume hoods
- Hazardous waste disposal
- Ice machines
- Isolation glove chamber
- Gas chromatographs
- Kitchen cooking appliances
- Kitchen exhaust systems
- Lab oven or furnace
- Lab vectors
- Lasers
- Liquid scintillation counter
- Microwave ovens for labs
- Ozone generators
- Personal monitoring or detection equipment (confined space meters, gas meters, survey meters and dosimeters, etc.)
- Portable air cleaning devices
- Radioactive materials
- Refrigerators & freezers
- Repair of equipment that is required to be sent off campus (certification of cleaning and decontaminating will be required)
- Self contained breathing apparatus
- Tank and Cylinder and accessories
- Toxins
- Viruses
- Walk in refrigerator or coldroom
- X-ray machines

The using department must comply with all University guidelines and directives regarding the safety, storage and disposal of hazardous materials ("Hazmat").

Q. Moving Expenses
Moving expenses for Faculty, Teams, and University Support Personnel System employees must be approved in advance by a Dean or Director. Only direct payments to University contract moving vendors are authorized. Authorized expenses include packing, shipping, and storage of household goods or a mobile home and reasonable expenses incurred for moving an automobile. Charges for unpacking and extra insurance are not allowed and must be paid separately by the party being moved at the time of delivery. Household goods are the personal effects and property of a current or prospective employee. Mobile home is any vehicle that is used as a primary residence by a current or prospective employee.

"Request for Approval to Pay Moving Expenses" form completed after the move has taken place must be approved by the Provost, Vice Provost or Vice President and may not be a direct pay to the vendor.

Not included in "Moving Expenses-Household Goods" are professional equipment and/or books necessary for job performance and housed at the University. Requests for moving laboratory equipment and professional books should be submitted on a separate line item of the requisition as freight. A detailed inventory of equipment being moved must be completed and submitted to the Risk Management Office prior to the move, for insurance purposes.

1. Requesting Department Responsibility - Submit to the Purchasing Department: the requisition and the "Request for Approval to Pay Moving Expenses" form, signed by the Dean or Director, if move weight is expected to be above 15,000 lbs, the Vice President's signature is required. The requisition for the move must include: name of the new hire, the current address or address where the goods will be moving from, the anticipated date of the move, and the telephone number and/or email address where the individual can be contacted. 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 for that portion of the fixed amount authorized by the department. The employee must pay the difference of the actual cost of the move when the household goods arrive at their destination.

2. Purchasing Services' Responsibility - To assign the move to a contracted carrier. Issue the purchase order after receipt of approval and moving company estimate. Make final arrangements with the commercial common carrier with regard to invoice and payment procedures. Assist the department and employee regarding the move.

R. Cellular Telephones

See the Cell Phone and Wireless Communication Device Directive.

S. DSL or Cable Internet Connections in Personal Residences

It is Finance and Administration's opinion that a DSL or cable internet connection at a personal residence constitutes an employee perquisite and should be processed as such through the Division of Human Resources. Please see the HR website at for complete instructions on perquisites.

T. General Safety Supplies, Equipment and Services

All general safety supplies, equipment and services need prior approval by Environmental Health and Safety (EHS) before purchase. They include:

- Defibrillator or AED's
- Ergonomic support aids
- Respiratory dust masks
- Insurance
Unauthorized Purchases

1. Purchases for Individuals

Purchasing Services is not authorized to make purchases for any individual or non University organization.

2. Splitting of Orders

The deliberate attempt to split orders, where the purpose is keeping the total cost of each order below bid or quote limits, and failure to combine orders when practical for the interest of economy, is an evasion of the Florida Statutes and University Purchasing Directives. The splitting of orders is a prohibited activity and therefore, unlawful. Any related needs that are known or should have been reasonably known at the time of the requirement should be combined into one coherent request for procurement.

3. Purchases of a Personal Nature

a. The expenditures from University funds for the items listed below are prohibited unless a clear business purpose exists. (See Disbursements Directives 1.4.13.3 A and B)
   b. Alcohol
   c. Congratulatory telegrams
   d. Flowers and/or telegraphic condolences
   e. Entertainment for visiting dignitaries
   f. Food items - refreshments, such as coffee and doughnuts
   g. Decorative items, such as globes, statues, potted plants, desk lamps, picture frames, and wall hangings
   h. Christmas or other greeting cards and postage for such cards
   i. Personal subscriptions to magazines and trade journals
   j. Gifts - for example: desk pen sets
   k. Coffee pots and supplies
   l. Portable heaters
   m. Fans, for personal use
   n. Refrigerators, stoves or microwave ovens for personal use

Confirming Purchase Orders

Departments are not authorized to place orders directly with vendors for goods or services for which a purchase order is required. Purchasing Services is the only authorized agent for the University. If a department has an immediate need, Purchasing Services may confirm an order with a vendor after the proper acquisition method has been selected and executed. In the event that the department receives goods prior to the approval of Purchasing Services, an explanation/justification shall be provided with the requisition.