

University of Louisville

A Vendor's Guide

This guide has been prepared to assist vendors with conducting business with the University.

Department of Purchasing
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Belknap Campus
Louisville KY 40292

Office Hours: Monday through Friday
8:00 a.m. to 4:30 p.m.

Phone: (502) 852-6247
Fax: (502) 852-7160

Department of Purchasing Web Page
<http://www.louisville.edu/purchasing>

Email: purchase@louisville.edu

Please contact the Department of Purchasing if you have any questions not covered by this guide or the website.

Thank you for your interest in the University of Louisville

Vendor Orientation

Open to all vendors

Schedule & registration form available at:

<http://louisville.edu/purchasing/vendors/orientation.html>

Introduction

The University of Louisville is a state supported research university located in Kentucky's largest metropolitan area. It was a municipally supported public institution for many decades prior to joining the university system in 1970. The University has three campuses. The 287-acre Belknap Campus is three miles from downtown Louisville and houses seven of the university's 11 colleges and schools. The Health Science Center is situated in downtown Louisville's medical complex and houses the university's health related programs and the University of Louisville Hospital. On the 243-acre Shelby Campus located in eastern Jefferson County are the National Crime Prevention Institute, the Center for Predictive Medicine and the Information Technology Resource Center.

Mission Statement

The mission of the Department of Purchasing is to support the purpose and goals of the University of Louisville through the timely acquisition of quality goods and services at competitive prices in an ethical and professional manner while keeping the University in compliance with Kentucky state laws and promoting the development of efficient, effective purchasing practices.

Ethics In Purchasing

Purchasers of goods and services for University of Louisville shall not take, receive, or offer to take or receive (directly or indirectly) any rebate, percentage of contract, money (or other things of value) as an inducement (or intended inducement) from any vendor bidding for University purchase contract(s) or otherwise seeking to make a sale to the University.

Vendor Resource Page

Valuable information can be found on the Vendor Resource Page:

<http://louisville.edu/purchasing/vendors>
[Current Bids and Request For Proposals](#)
[Awarded Bids and Requests for Proposals](#)
[Purchasing Staff Commodity Listing](#)
[Terms and Conditions For Purchase Orders](#)

[Accounts Payable Vendor Terms and Conditions of Payment](#)

The first step to conducting business with the University is to complete the vendor application form. This information from this form will be included in the University database and place the vendor on requested bid lists. [Vendor Application Form](#)

MBE/WBE Program

The University of Louisville minority development program strives to expand and increase awareness of business opportunities for minority owned vendors.

The goals and objectives of the University of Louisville minority development program are:

To promote increased minority business opportunities through University participation in trade shows, conferences, educational seminars, and training sessions.

To work in association with the different units within the University of Louisville to open, maintain, and develop communication between current and potential minority suppliers, particularly the University Departments of Minority Affairs and Affirmative Action.

To be an active member in [Kentuckiana Minority Business Council](#), and work closely with the Justice Resource Center and the Black Chamber of Commerce. [MBE/WBE Policy & Guidelines](#)

Office Visits

Sales representatives are a valuable source of information and we value your visits. Our office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. We request that suppliers make an appointment by calling (502) 852-6247.

Department of Purchasing Authorizations and Regulations

The Department of Purchasing is authorized to sign

contracts on behalf of the University of Louisville from the Board of Trustees and from the Boards of the affiliated corporations, as stipulated by KRS 164A.560.

In addition, no other employees or officers of the University of Louisville, unless authorized by the University Board of Trustees or the Athletic Association Board of Trustees, can make oral or written contracts or binding commitments in the name of the University. The University Department of Purchasing Policies are based upon the provisions of KRS 45, 45A, 57, 164A, and KAR Title 740.

<http://louisville.edu/purchasing/policies>

Bidding Requirement

As stipulated by KRS (45A.080 and 45A.100), the University is required to solicit formal Invitations to Bid for commodities and services, including construction, which are expected to exceed \$40,000. The buying staff has also been given the authority to determine the method (i.e.: bid, quote, etc.) of procurement for purchases under \$40,000 using the value added principle.

The Department of Purchasing buyers establish price contracts to obtain competitive prices and prompt delivery of products used frequently. Current contract are listed at:

<http://louisville.edu/purchasing/contracts>

KRS 45A.100 prohibits splitting or parceling purchases over a time period for the purpose of evading competitive bidding.

Request for Proposal

KRS 45A.180, allows the purchasing officer to determine in writing that the use of competitive sealed bidding is not practicable. A Request for Proposal is the document used to facilitate a competitive negotiation. A Request for Proposal has a specific opening date and time, typically 30 days and is not publicly opened. All responses and negotiations remain confidential until a contract is awarded.

Bid Protest Policy

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or selection for award of a contract by the University of Louisville, may file a protest with the Director of Purchasing within two calendar weeks after such aggrieved person knew or should have known the facts giving rise thereto. (KRS45A.285; KRS164A.555 to 164A.630) [Bid Protest Policy](#)

Confidentiality of Supplier Information

The University of Louisville respects the privacy interest of its vendors, but it cannot withhold access to records made open to public inspection under the provisions of the Kentucky Open Records Act. KRS 61.870-61.884.

Acquiring Professional Services

It is the policy of the University of Louisville to establish personal services contracts for professional services in accordance with the provisions of KRS 45A.690 – 45A.695. Examples of services that must be provided through a personal services contract include but are not limited to consultants, doctors, employee search firms, nurses, lawyers, engineers and architects. More information can be found at the following web site: <http://louisville.edu/purchasing/policies/purchasing-11.00.html>

Taxes

The University of Louisville is tax exempt from the provision of the Kentucky six percent (6%) Sales and/or Use Tax on materials and equipment. Materials purchased by the contractor, for Construction renovation contracts are not exempt from sales tax. The University of Louisville also is entitled to exemption from Federal Excise Tax. Exemption certifications will be furnished to cover excise tax exemption where applicable and when requested by the contractor.

Supplier Responsibilities

The University of Louisville expects suppliers to act

as partners, whether contract is for a product or service. This includes long-term contracts, single purchase orders and orders via procurement card. Performance of contractual obligations will ensure your continued participation in our Purchasing Program.

We expect the following from our suppliers:

- Good communication between supplier and buyer
- Product and service to adhere to the original order
- Competitive pricing
- On time delivery
- Compliance with all UofL Purchasing procedures, terms and conditions
- Professionalism in dealing with UofL personnel

You can help us do a better job

- Please don't offer gifts or gratuities, we cannot accept them
- Share your expertise, tell us of ways to improve (products, processes etc)
- Provide us with up to date pricing and catalogs and price your materials and services competitively
- Make deliveries when promised; if there is a problem then let us know
- Always put the Purchase Order number, contact name and the ordering department on the outside of shipping boxes, on the packing slip and on the invoice
- We value your visits; however, we do recommend you call for an appointment or we may not be able to meet with you
- Be responsive when we call for a quote, we are usually working within a deadline
- Let us know if you have a State Contract or Purchasing Cooperative contract that we may be interested in using
- Work with us to make our purchasing experience a good one and we will remember it

Updated 3/21/07