Information

Purchase by Competitive Sealed Bidding

Number

PUR - 3.00

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger - Chief Procurement Officer
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History

Original Date: Unknown
Revision Date(s): January 1, 2018; July 1, 2018; September 28, 2018; November 20, 2023; November 28, 2023; June 28, 2024
Reviewed Date(s): February 14, 2020; November 20, 2023; November 27, 2023; June 25, 2024; August 11, 2026 (minor revision)

Categories

Reason for Policy:

KRS Compliance

University Policy

Uniform Guidance, 2 CFR 200 200.317-.326

HHS increased the federal micro-purchase threshold from $10,000 to $50,000. See Annual Self-Certification (FY2025). The federally funded purchases over $100,000 will continue to be competitively bid.

Statement:

As stipulated by KRS 45A.080 and 45A.100, the University is required to solicit formal Invitations to Bid for commodities and non-professional services*, including constructions, where University Annual spend exceeds $100,000. All Invitation to Bids shall have a specified opening date and time and are publicly opened and read on that date. Late bids are not accepted. **A department shall not artificially divide or parcel purchases over a period of time for the purpose of evading the competitive bidding process.**

Invitation to Bids shall state that awards shall be made on the basis of best value (KRS 45A.080 (2)).

Purchases between $50,000 - $99,999.99 require three (3) quotes.

Federally-funded purchases between $50,000 - $99,999.99 now require three (3) quotes. See Annual Self-Certification (FY2025).

***Refer to Policy PUR-11.00 for professional services**

Related Information:

For cases in which purchases are so divided or parceled, the department head shall be personally liable for the amount by which the total amount purchased exceeds the amount authorized to be purchased.

To obtain quotes, departments may visit https://www.govauctions.com/join and create an account.

Responsibilities:

The University of Louisville Department of Procurement Services has been delegated this responsibility by the President and the Board of Trustees and is the sole point of contact for the University during an open bidding process. The procurement staff has also been given the authority to determine the method (i.e., bid, quote, etc.) of procurement for purchases under $100,000 using the value-added principle.