



**A Vendor's Guide
for doing
Business with
The University of
Alabama in
Huntsville**

<http://www.uah.edu/business-services>

An Affirmative Action/Equal Opportunity Institution

This guide has been prepared to assist firms in marketing their products and services to The University of Alabama in Huntsville. Hopefully this brochure will help your business better understand the University's operating procedures for the procurement of goods and services. Questions concerning any of the guidelines or information contained within this publication should be directed to Procurement Services, The University of Alabama in Huntsville, Business Services Building, 301 Sparkman Drive, Huntsville, AL 35899, telephone 256-824-6484.

The University of Alabama in Huntsville is an instrumentality of the State of Alabama and is tax exempt, State Certificate #EX-742, Federal Tax Exempt #63-0520830. Institutional purchasing policies have been established to insure compliance with all state procurement statutes and to obtain the best value per acquisition.

Procurement Services has sole authority to procure goods and services for the University through issuance of an official University of Alabama in Huntsville Purchase Order. **The University of Alabama in Huntsville will assume no liability for products or services provided to University departments prior to the issuance of Purchase Orders.**

Vendors should submit all invoices in duplicate (original and one copy) to The University of Alabama in Huntsville, Accounts Payable Department, Huntsville, AL 35899. Invoices must contain proper quantities, item description, and unit cost with total price. **All invoices must reference the Purchase Order number.** Inquiries regarding the status of vendor invoices may be made to Accounts Payable at 256-824-2251. Procurement Services will assist vendors in resolving problems with payment should they arise.

The University of Alabama in Huntsville considers all vendors to be valuable assets in fulfilling its education, health, research, and service missions. As such, vendors should conduct their business openly, fairly, and honestly. All vendors are expected to fulfill their contractual commitments to the University in terms of cost, delivery, and quality of products and services. University procurement contracts are a matter of public record, and they are based upon formal competitive bids or good faith negotiations between the University and the vendor. Failure to fulfill contractual commitments can jeopardize a company's status as an acceptable University vendor.

The University buying staff is organized into specialized procurement areas, which enables them to keep abreast of products and sources of supply in each marketplace. The Procurement Officers are constantly seeking new sources of supply to enhance competition and ensure the best value per expenditure of institutional funds. For more information on becoming a University of Alabama in Huntsville vendor, please refer to the Procurement Officer Commodity List on our website to identify the Procurement Officer responsible for the procurement of your company's products or services.

Procurement Services is committed to sourcing diversity suppliers that are qualified to meet the business and procurement technology requirements of the University. While starting a new business relationship with a centralized organization such as UAHuntsville, the information in this brochure, as well as the information posted on our website, will help suppliers navigate the supplier engagement process.

Vendors should call for appointments with the buying staff prior to visiting the campus. Calling ahead enables the Procurement Officers to schedule their time more efficiently and assures a vendor's representative that the buyer will be available when he or she visits the campus.

Normal business hours are from 8:15 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m.

CERTIFICATION PURSUANT TO ACT NO. 2006-557

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By accepting this Purchase Order, the vendor is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 414-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

VISA PROCUREMENT CARD:

Suppliers may be presented with the Procurement Card. The Procurement Card is used by authorized UAHuntsville employees to purchase routine goods and services costing less than \$1,999.99, including shipping and handling. While full liability rests with the University for Immediate Payment, the name of the cardholder imprinted on the card is responsible for all purchases made using the Procurement Card. The Procurement Card is a purchase card based system that benefits UAHuntsville and suppliers through:

- Prompt payment to suppliers through the VISA bank card program
- Elimination of purchase orders and invoices
- Distribution of low value purchase authority

Just like any other VISA card, the card can be swiped at the supplier site or used to place orders via telephone by giving the card account number to the supplier. No invoices or monthly statements are required from the suppliers although cardholders may request some form of confirmation from the supplier that identifies the detail of the items being purchased and shipped.

Each Procurement Card has a pre-set spending limit that may not be exceeded under any circumstances. **NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PROCUREMENT CARD AT ANY TIME OR FOR ANY REASON WHATSOEVER.**

HOW YOU CAN HELP US DO A BETTER JOB:

- Keep us supplied with your latest catalogs and current prices
- Keep us informed of your back order situations
- Follow through on orders to ensure delivery to us as promised
- Insure that any shipments arranged by you contain our purchase order number on the shipping label
- Include the UAHuntsville purchase order number on your invoice and mail to the correct invoice address listed on the Purchase Order
- Call Procurement Services for appointments

Remember that all goods and services procured by the University are accomplished via purchase order, or Procurement Card. Do not accept requests for materials or services from the campus without a purchase order, or presentation of the Procurement Card.

All bid openings are conducted at 1:30 p.m., unless indicated otherwise on the bid form. All bid openings are open to the public. Interested bidders may request that a specific bid be read aloud by appearing in person at the bid-opening site when bids are scheduled to open. No information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. **Late bids will not be accepted.**

In the case of competitive bidding, award of a Purchase Order will be made to the bidder who submits the lowest and best bid, which conforms to specifications, terms, and conditions of the invitation to bid. Consideration will also be given to the bidder's potential ability to meet the invitation's terms and conditions as well as the bidder's integrity and performance record. Bids are accepted on the University's bid form only.

All bids are posted to our website at:
<http://www.uah.edu/business-services>

Click on "Vendors", and then click on "Bid Opportunities"

After the public opening of bids, bidders not attending the opening will not receive the results until after an award is made. Bid tabulations can be reviewed by accessing our website at
<http://www.uah.edu/business-services>

Click on "Vendors", and then click on "Bid Awards". Scroll down to the appropriate bid number.

Vendor application forms are available at our website. Complete and submit this form to be added to the University's bidders list.

Vendors' representatives may provide demonstrator or loaner equipment for purposes of exploration/examination. This is done entirely at the option of the vendor and with no commitment by the University. Vendors are cautioned in these cases to secure a signed receipt from the authorized individual and must advise Procurement Services.

NOTE: Items left on campus on a "sold" or "hold" basis do not constitute a valid sale.

The staff members of Procurement Services are prohibited from accepting any personal gifts or gratuities. We appreciate our vendors' cooperation in supporting this policy.

CODE OF ETHICS

The following Code of Ethics has been adopted by The University of Alabama in Huntsville from the National Association of Educational Procurement (NAEP).

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical, and legal trade practices.
12. Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.