

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:1.6
Subject: General Purchasing Policies	

1. Purchases shall be made on the basis of competitive prices, obtained by public bid whenever practicable. If the purchase is bid, the award will be made to the responsive and responsible bidder who, in the opinion of the Director of Purchasing, in conjunction with the requesting department, offers the best bid, based on price, conformance to specifications, and delivery.
2. Specifications shall be established by the using department and/or the Purchasing Department. Specifications will not be altered without prior consultation with the using department.

Specifications may be one of six basic types:

- a. Brand name or equal;
- b. Design or detailed specifications (used when blueprints or specific details are available);
- c. Professional Service Contracts (**See Contracting for Services, page 3.5**);
- d. Performance specifications; e.g., repair work, construction, maintenance, etc;
- e. Specifications as per an existing sample; e.g., printing jobs;
- f. Special Purpose Specifications:
 - 1) Requests for Information (RFI);
 - 2) Sale of Surplus Property;
 - 3) Concessions Rights (Award to highest bidder); and
 - 4) Term Contract for a Commodity Line.

3. Used or refurbished equipment may be purchased, in accordance with established purchasing policies, if in good condition and justified in writing to the Purchasing Department. Whenever possible, such equipment will carry a full manufacturer's warranty.
4. Departments are encouraged to suggest the names of prospective vendors to the Procurement Department for their purchasing requirements, but the final selection of vendors shall remain the responsibility of the Procurement Department. Departments are required to obtain appropriate documentation for any new vendor to be added to the Campus Vendor File.
 - a) Requests for bids should not be solicited from prospective suppliers unless the requester is willing to place an order with that supplier should that supplier be responsive, responsible, and the lowest bidder meeting specifications.
5. **Whenever practicable, departments shall make use of State, University, Campus and MHEC Contracts.**
6. No Department or individual is authorized to commit the University for materials or services except with the prior approval of the Purchasing Department. Purchases, agreements to purchase, or changes to existing purchase agreements made by any department member without the prior approval of the Purchasing Department will not be honored by the University and will become the financial responsibility of the individual who incurred the commitment. **(See Financial Commitment, page 1.9).**
7. Personal purchases in the name of the University are not permitted. No delivery of any personal purchase shall be authorized to be made to any University office or building other than University-owned or controlled dwelling facilities. University letterheads are not to be used for personal correspondence.
8. Vendors shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion, physical or mental handicap, or sexual orientation.

Vendors shall comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment including but not limited to: Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and M.G.L. c151B.

9. Requirements for goods and/or services over \$5,000 shall be advertised on a public bid board. Procurements that total \$250,000 or more shall also be advertised in appropriate publications, at the discretion of the purchasing agent at the respective campus.