

University of Georgia Procurement Office

Guide to Competitive Bidding

Use and Application: This guide is applicable in the following situations: 1) Purchase is \$25,000 or greater, 2) A statewide or agency contract is not being utilized, 3) Items can be purchased from multiple sources.

Please Note:

- If there is a mandatory statewide contract for the goods/services being requested, Procurement may need to submit a waiver to State Purchasing prior to moving forward with a competitive procurement.
- This process is not applicable to construction and public works services. These are handled via a separate process.

Specifications: Working with Procurement, departments will need to provide specifications for the item(s) requested. The specifications must name the salient characteristics which are to be used in comparing brands and determining the award, but also must clearly state if there are any additional requirements that will be considered in determining the responsiveness and responsibility (for example numbers of years of experience or reference checks). These should include minimum acceptable requirements for each item (such as quantity, size, color, compatibility, any significant features, etc.). For competitive bidding, specifications cannot be too restrictive or appear directed to a specific item and/or vendor. Specifications may, however, reference a specific brand or trade name, model number or approved equal, along with salient characteristics.

Timeline for Competitively Bid Purchases:

1. Submit the requisition in UGA mart and include:
 - ✓ **Specifications** as described above OR part numbers and descriptions of the specific items that you would like to purchase and state whether an approved equal will suffice
 - ✓ A completed Sole Brand form from the requesting department if there is only one brand that may be purchased/utilized but the brand is available from more than one source. For more information, please see the **Guide to Sole Brand & Sole Source**.
 - ✓ Any **quotes** you may have already obtained when completing an initial search for products. (These quotes will be used for estimates for bidding purposes).
2. Once Procurement has received the above information that applies to the purchase, Procurement staff will complete any necessary bid documents, appropriate forms and obtain internal procurement approvals.
3. Procurement will then publicize the solicitation and electronically post the solicitation documents.
4. Once bids have been received, Procurement completes an administrative review to determine if all required information has been submitted. Additional vendor follow up may be necessary. Procurement may also request departmental review of the bids.

Minimum Competitive Bid Posting Requirements: Solicitations must remain publicly posted for a minimum period of time depending on the estimated dollar value of the contract. Depending upon the complexity of the solicitation and or what is being purchased it may be necessary to utilize longer posting periods. The below table indicates the minimum posting requirements:

\$ Threshold	Minimum Posting Times for Bids
\$25,000-\$99,999.99	3 business days
\$100,000-\$249,999.99	5 business days
\$250,000 and above	15 calendar days