

Purchasing Information

Quote Levels

Non contract Vendors

Requisition Total below \$10,000 - No quotes required

Requisition Total between \$10,000 and \$25,000 – 2 or more verbal quotes; must be stated in email

Requisition Total between \$25,000.01 and \$75,000 – 2 or more written quotes attached to Grover ticket. If over \$75,000 this would require a UF Purchasing solicitation to bid (unless under contract)

Contract Vendors

If the item is on State or University contract, you only need the hard copy of the quote from vendor attached to your Grover ticket

Information Technology Resources

All Software purchases of \$20,000 or more are subject to review

Sole Source

What is a Sole Source?

This is an item or service that is only available from one source regardless of the price. This may be due to Uniqueness, newness on the market, patent protected, etc. A lower price, faster delivery time and/or preference for a certain business are not a valid reason for selecting a particular company. Purchasing can only accept a true Sole Source as justification to waive the bid requirements for purchases over \$75,000.

How do I prepare a Sole Source?

The first step is for the requestor to determine what is needed to accomplish the project. Once the item has been identified as only available from one source, then request a written quote from the vendor. Please note that quotes are only valid for a limited period of time and Purchasing will not accept a quote that has expired.

Once a written quote is received, complete the Sole Source Certification form (typed only) in complete detail in layman's terms. Do not leave any questions blank. The Requestor should sign the Sole Source Certification form and submit all relevant documentation with Grover request.

Authority to sign Contracts

Departments should not sign contracts unless they have been delegated authority by the university president. If you sign a contract when you have no authority you can become personally liable for the contract provisions.

Items Requiring Environmental Health & Safety Approval Prior to Purchase

On and off campus sites will be required to obtain pre-approval from Environmental Health & Safety before purchasing the following:

Air Purifying Respirators

Kitchen Cooking Appliances

Personal Monitoring or Detection Equipment (Confined space meters, survey meters, dosimeters)

Portable Air Cleaning Devices

Refrigerators and Freezers

3D Printers