

## **Supplies of materials**

### **Materials & Supplies**

Once you've identified the items you want to buy in the [MarketPlace](#), the rest of the order process is easy. Your user profile automatically populates frequently entered information including project grant codes and shipping information, and approvals are processed automatically. Orders normally ship within a day and sales tax is not charged.

But, if none of our suppliers have the unusual item or items you require, or, if your order is greater than \$5,000, order through the [standard requisition/PO](#) process and purchasing will source it for you.

For the purchase of materials such as books, conference registrations, subscriptions, and travel expenses, use your [Departmental Credit Card](#).

### **Office Supplies**

Purchase office supplies from **Office Max** through the [MarketPlace](#).

### **Maintenance Supplies & Equipment**

You can find maintenance and cleaning supplies, equipment, tools, electronics and electronic supplies, work clothing, and even some shop and maintenance furniture through the [MarketPlace](#). Many of our other 450+ contract suppliers also carry maintenance supplies and equipment. You can link to them through [PeopleSoft](#).

Consider using the Equipment Maintenance Program when purchasing a maintenance contract. This program provides 17%-32% savings as well as other significant benefits for the University.

### **Furniture**

**Office Max** carries office furniture that you can order through the [MarketPlace](#). More than 20 of our other contract suppliers also carry furniture.

Furniture items are not tagged for capital purposes. However, a large, bulk furniture order may be treated as part of a capital project. If you have a question about this, contact the Office of Design and Construction, as they maintain design standards and oversee capital projects.

### **Computers & Computer Peripherals**

Order computers and computer peripherals through the [MarketPlace](#). If you want a more hands-on approach to selecting a computer for your use at work, the University also has contracts with CompUSA, Micro Warehouse, Computer Discount Warehouse, and Global Computer.



For reasons described in the [Computer Equipment Policy](#), do not purchase computers using personal or Departmental Credit Cards. Doing this violates University policy. Only use the University's contract suppliers and the purchasing processes listed here to buy a computer.

University contracts with our computer suppliers provide benefits that aren't always obvious when doing comparison shopping. For example, our agreement with Dell guarantees that computers they deliver to Princeton University are Optiplex, meaning they have been certified and tested for compatibility with our network and systems. Our contract with Apple provides computers specifically bundled and priced below the higher education pricing generally available to other organizations and also are tested for compatibility with various platforms used on campus.

## **Equipment, Materials and Supplies**

Many purchases made by agencies are not connected to a public works project. Items in this category include supplies, materials and equipment that are for general government purposes or will not be used to accomplish a specific public works project. Office supplies and equipment are obvious examples as are vehicle and specialty equipment purchases by agency departments. Other, not so obvious examples are:

- Acquisition of a telephone system that requires installation of cable, conduits, and other devices may fall within the definition of a public work. If, however, the acquisition were merely of hardware, such as telephones, it would probably be considered an equipment purchase.
- Purchase of a number of parking meter heads, which will be stockpiled in a warehouse and used over a period of time to replace defective heads, would be an equipment purchase. However, if the heads are being purchased in connection with a specific project and will be installed within a short period of time, it probably is a public work. Similarly, stockpiling traffic signal heads, poles, wire, etc., for routine maintenance and repair would be an equipment purchase.

As the [Purchasing and Bidding Chart for Local Agencies in Washington State](#) () illustrates, all local governments can use the 'vendor list' procedure set out in [RCW 39.04.190](#) for purchases of equipment, materials and supplies that are not to be used in connection with any public work or improvement. Second class cities, towns, and code cities with a population under 20,000 and all counties must call for bids costing more than \$7,500 (cities) or \$2,500 (counties). However, advertisement and formal sealed bidding may be dispensed with for purchases between \$7,500 and \$15,000 (cities) or between \$2,500 and \$25,000 (counties), if the governing body authorizes, by resolution, use of this vendor list procedure. Similar limits for other municipalities are shown in the [Chart](#). () Cost estimates must include applicable sales and use taxes. Many agencies include vendor list and small works roster procedures in the same resolution or ordinance.

A vendor list may be used to secure telephone or written quotations under certain conditions, as follows:

- The agency must advertise at least twice a year in a newspaper of general circulation that a vendor list (or lists, if they want to keep different vendor lists for different products) exists and it must solicit names for the list.
- If possible, at least three quotations should be secured to ensure a competitive process, with the contract being awarded to the lowest responsible bidder.

- Immediately after the award, all bid quotations that the agency obtained must be recorded and made open to public inspection. This information must also be available to those who inquire by telephone.
- At least every two months, an agency using vendor lists must post a list of contracts awarded. The list must contain the name of the vendor, the amount of the contract, a brief description of items purchased, and the date of the award.

authorizes local governments to use a "competitive negotiation" process as an alternative to the competitive bid process when purchasing telecommunications and data processing (computer) equipment or software. This alternative process requires, at a minimum, the following steps:

- A request for proposals (RFP) must be published in a newspaper of general circulation at least 13 days before the last date on which the proposals will be received.
- The RFP must be submitted to an adequate number of qualified sources, as determined by the agency in its discretion, to permit reasonable competition consistent with the requirements of the procurement.
- The RFP must identify significant evaluation factors, including price, and their relative importance.
- The agency must provide reasonable procedures for technical evaluation of the proposals, identification of qualified sources, and the selection process for awarding the contract. The award must be made to the qualified bidder whose proposal is "most advantageous" to the agency and the agency may reject all proposals for good cause and request new proposals.