

Competitive Solicitations



The Purchasing Services Department shall advertise any competitive solicitation for commodities and for contractual services on the Purchasing Services Department website at <http://bids.fiu.edu/default.aspx>. Potential vendors are encouraged to search for bid advertisements at http://www.myflorida.com/apps/vbs/vbs_www.main_menu at MyFlorida.com. All construction projects will be posted at Florida Administrative Weekly at <https://www.flrules.org>

Current Competitive Solicitations are posted electronically on our Website at <http://bids.fiu.edu/Lists/Currently%20Available/Public.aspx> as they become available. Tabulation results are posted at <http://bids.fiu.edu/Lists/Competitive%20Solicitations%20Tabulation%20Sheets/Public.aspx>. All public meetings are posted on our website at <http://bids.fiu.edu/Lists/Public%20Meeting%20Notices/Public.aspx>

Helpful Links

- <http://finance.fiu.edu/purchasing/>
- <http://finance.fiu.edu/purchasing/PDFs/terms.pdf>
- http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd

Purchasing Objectives

The Purchasing Services Department is a service department organized to support the instructional and research efforts of faculty and staff, as well as other University service departments. Purchasing involves the acquisition of equipment, furnishings, supplies, facility improvement services, preventive maintenance services, contractual services, and leases of space for the University within pre-established budgetary constraints. Purchasing also includes assisting with the planning and preparation of competitive solicitation specifications; initiating formal quotations, proposals, and bids; conducting public competitive solicitation openings; evaluating competitive solicitation responses and awarding and administering all contracts until final completion or termination.

Our goal is to acquire (buy, lease, rent, or lease-purchase) those things our FIU departments need at the lowest economical cost consistent with quality and time considerations. Specifically, Purchasing Services:

- establishes competition wherever practicable including assisting in the development of procurement specifications, soliciting and processing requests for quotations, conducting negotiations for price, terms and conditions, and where necessary, conferring with University Counsel for advice and resolution of matters;
- ensures requirements for competition have been met, negotiations have been conducted according to established guidelines, and prices to be paid are reasonable in the particular circumstances;
- establishes and administers annual price agreements and contracts in accordance with sound procurement practices. Such contracts and agreements include university bids, state contracts, campus local agreements, specialty contracts and consortium agreements;
- maintains suitable sources of supply by facilitating vendor outreach for campus requirements and ensuring equal opportunity in University business contracting;
- assumes a proactive role with campus customers to assure the effective management and delivery of quality and expert purchasing; administers and maintains purchase records for federal, state and internal purchasing audits.

PURCHASING SERVICES



Office of the Controller
11200 SW 8TH STREET CSC 411
Modesto A. Maidique Campus
MIAMI, FL 33199
Phone: 305 348 2161
Fax: 305 348 3600

Business hours: 8:30am to 5:00pm
Monday through Friday

Website: <http://finance.fiu.edu/purchasing/>

Florida International University At a Glance



HISTORY:

In 1965, Florida Senator Robert M. Haverfield introduced Senate Bill 711, which instructed the state Board of Education and the Board of Regents (BOR) to begin planning for the development of a state university in Miami.

An abandoned airfield is an unusual place for the birth of a university. But in the summer of 1969, founding FIU president Chuck Perry gathered three leaders who would help him create his vision.

Purchasing Mission Statement

Purchasing Services

The Purchasing Services' mission is to provide the procurement solution that is appropriate for every circumstance and to facilitate within the applicable State, Federal, and University rules, regulations and procedures. Purchasing Services is committed to the accomplishment of this mission while acting responsibly to protect the assets and vital business interest of the University.

Vendor Information

Florida International University (FIU) welcomes all vendors interested in doing business with the University. Vendors currently providing or contracted to provide goods and/or services to the University and vendors interested in providing goods and/or services in the future are required to be registered with FIU. In order to become a registered vendor with FIU please visit our Vendor Registration Portal at http://finance.fiu.edu/purchasing/2supplier_reg_portal.html

The Quote Process: What We Buy

Purchasing Services guidelines require that verbal quotes may be solicited for orders between 0 to 14,999.99. One (1) written or verbal quotation be obtained if the total cost of the order is between \$15,000 to \$24,999.99. For orders with total costs between \$25,000 to \$74,999.99 two (2) written quotations are required. Purchases and services that do not qualify are an exemption or sole source. Orders \$75,000 or greater, require a formal competitive solicitation (ITB, RFP or ITN).

Typical University needs include, but are not limited to:

Commodities/Services*

- Advertising
- Audiovisual Equipment and Supplies
- Carpet/Floor Coverings
- Chemicals
- Computers, Equipment & Software
- Construction
- Electrical Equipment & Supplies
- Furniture
- Industrial & Medical Gases
- Janitorial Suppliers
- Lab Equipment & Supplies
- Landscaping Services
- Medical Equipment & Supplies
- Office Equipment & Supplies
- Professional Services
- Photographic Equipment & Supplies
- Plumbing
- Printers and Cartridges
- Printing & Copying
- Promotional Items
- School Equipment & Supplies
- Telecommunications Equipment
- Travel Related Services
- Vehicles

Contact Information for the Purchasing Services staff can be found at <http://finance.fiu.edu/controller/ContactUsDept.html> under Purchasing Services.

Purchasing Staff and Assigned Commodities

Kelly Loll, C.P.M.	Director of Purchasing Services
Kenia Junco	Associate Director
Chandra Nix—Purchasing Coordinator	Oversee Vendors/Contracts/Competitive Solicitations Team/ Strategic Sourcing Events/
Crystal Ortiz—Purchasing Coordinator	Oversee Purchasing Agents/Strategic Sourcing Events/E-Procurement
Herve-Serge Menyonga—Procurement Analyst	myFIUmarket System Administrator and Procurement Data Analyst
Jacob Zade—Category Analyst	Piggyback Agreements/Strategic Sourcing Events/E-Procurement/Sole Sources
Pam Johnson—Sr. Competitive Solicitations & Contracts Agent	Contracts/Agreement for Services/Entertainment Agreements
Edgar Rozier—Procurement Support Specialist	Vendor File Maintenance
Cheryl Cobb—Senior Purchasing Agent	Scientific/Medical/Uniforms/Artwork & Art Supplies/Gift Cards/Consulting Services/SOBE
Donald Corbitt—Senior Purchasing Agent	IT (Hardware/Software)/Telecom/Audio-Visual/Advertising/Promotional/Catering & Food/Travel, Transportation & Freight
Tere Portuondo—Senior Purchasing Agent	Furniture/Construction Orders/Maintenance/Printing & Signage/Artwork and Athletics

Supplier Diversity Mission

Pursuant to University policy and guidelines, the Small and Minority Business Program (S/MBP) is responsible for ensuring equal opportunities in business contracting for all small business enterprises (SBE), including disadvantaged business enterprises (DBE), women-owned business enterprises (WBE), HubZone business enterprises and disabled veterans business enterprises (DVBE). The S/MBP serves as a liaison between the University and the small and minority business community, with the goal of increasing utilization of S/MBE's and maintaining diversity in the supplier and contractor base at Florida International University.