

AUTHORIZED CONTRACTS:

- PASSHE



- State



- COSTARS



- Any PEPPM contract



- OMINA Partners contract - Grainger, CDW-G, Graybar, Cintas, Daktronics, Trane, Lowes, Pocket Nurse, Home Depot Pro.
- US Communities Astro Turf
- Keystone Purchasing Network

COMPETITIVE BIDDING: All purchases shall be made in a manner which will maximize the value of all goods and services received for the amount expended. Therefore, competitive bids will be solicited in accordance with the following:

- Costs for a single good or a related series of goods and for any services with a value of < \$21,300 will not require competitive bidding. In order to accomplish cost containment and provide maximum use of university dollars, we will solicit competitive bids if, in the discretion of the contracting officer, a better price can be obtained. Under no circumstances will items or services be requested in series to avoid competitive bidding.
- Costs for a single good or a related series of goods and for any services with a value > \$21,300 requires competitive bidding. Competitive bids must be documented. Documentation will be in the form of formal written bids. The university will determine the appropriate form of bidding by evaluating the complexity or nature of the purchase.

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<http://www.bloomu.edu/purchasing/business>



Bloomsburg University



How to do Business with Bloomsburg University

[http://bloomu.edu/
purchasing](http://bloomu.edu/purchasing)

How to Do Business with BU

Bloomsburg University is a member institution of the Pennsylvania State System of Higher Education (PASSHE). As an instrumentality of the Commonwealth of Pennsylvania, its procurement practices are governed by the Commonwealth Procurement Code (Act 57 and amendments) and other related statutes, rules, regulations and policies.

The Procurement Department has primary responsibility for the purchase of all goods and non-construction services on campus. This includes all categories of supplies, equipment and furnishings. Service contracts and other forms of contracts from this office include, but are not limited to: the provision of Food Service, Interpreter Services, Elevator Service, Library Acquisitions, Maintenance Agreements, Scientific Equipment Service, Consultant Services, Waste Collection and Disposal, Specialty Mailing Services, Pest Control, Specialty Software, Graphics and Printing Services and Copier Acquisition/Services, etc.

All businesses are invited to deal with Bloomsburg University!



WHAT WE PURCHASE:

The dollar volume of Bloomsburg University purchases and contracts is significant. Procurement activity supports academic, administrative, advancement, information technology and student affairs departments. A central receiving and storeroom office on campus augments the procurement and delivery system.

Products and services commonly procured include scientific equipment, office supplies and furnishings, chemicals, repair and service agreements, construction projects, library holdings, art supplies, maintenance parts, automotive supplies, custodial supplies, fuels, and many other educational and plant support items.

BASIC GUIDELINES:

- Call ahead for appointments whenever possible.
- Make each visit a profitable one. Bring us a new idea, approach, or product. Help keep us up to date.
- Please do not accept orders or contracts without authorization from the Procurement Office. Call us when in doubt as to the authenticity of the order or person presenting it.
- Do not begin work, provide services or deliver materials without the required authorization from the Procurement Office.
- Do not accept promises from other University departments that you will be given an order. Purchase orders and contracts from the University will be honored only if issued by an authorized University Purchasing Card or a written/fax/electronic version from the Procurement Office after all bidding and administrative approval processes have been satisfied.
- Quote realistic delivery dates so we can base our planning on good, firm information.
- You are expected to honor all specified terms and conditions, including pricing, delivery, service agreements and warranties.
- Conduct business openly and frankly. As a public, non-profit institution, all of our business transactions are a matter of public record.
- Call us if you have any questions.
- Do not offer any gifts or gratuities to any university employees.

HOW WE BUY:

We will seek competitive quotes, competitive proposals or bids for services and goods whenever possible and as required by code or policy.

The request for quotes or bids may be verbal, telephonic, FAX, electronic or in writing depending on the potential dollar amount of the order and prevailing policies. When you receive a request for bid or request for proposal be sure that your response is complete, signed, and returned to us by the time and date due. Some bids may require an original signature (hard copy) document, so please be alert to the specific instructions that accompany each request. Late or incomplete bids will not be considered. The University reserves the right to cancel or postpone published bid openings if, in the sole discretion of the University conditions warrant.

The majority of bids will be advertised on the PASSHE procureware website. Some may also be found on the Department of General Services eMarketplace website as well.

PA eMarketplace

Please go to [PA eMarketplace](http://www.emarketplace.state.pa.us/Search.aspx) to review any bid opportunities at Bloomsburg University.

- You will need to enter "Columbia" in the county search field.

<http://www.emarketplace.state.pa.us/Search.aspx>



PROCUREWARE:

<https://passhe.procureware.com/home>