STATE TERM CONTRACTS
In an effort to reduce costs statewide for frequently purchased items, the State Division of Purchase and Contract competitively awards contracts to cover designated state agencies for a period of one or more years. UNCW is obligated to purchase items specified from the appropriate State Term Contract vendors.

RECYCLING AND SOURCE REDUCTION
It is the policy of this University to encourage and promote the purchase of products with recycled content to the extent economically practical, and to purchase items that are reusable, refillable, repairable, more durable, and less toxic to the extent that the purchase or use is feasible and cost-effective.

We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in quality of packaging will be acceptable. The company remains responsible for providing packaging that will protect the commodity and contain it for its intended use.

Companies are strongly urged to bring to the attention of the purchasers in Purchasing Services those products or packaging they offer which have recycled content and that are recyclable.

GIFTS OR FAVORS FROM VENDORS
North Carolina General Statute 133-32 addresses the legal implications of State employees accepting gifts or favors from vendors. Briefly summarized, this statute states that it is unlawful for any vendor to give gifts or favors to any employee of a governmental agency who is charged with preparing plans, specifications, or estimates for public contracts, awarding or administering such contracts, or inspecting or supervising construction.

EEO/AA
UNCW is committed to the principles of Affirmative Action and shall endeavor to apply these principles in its purchasing process. UNCW does not discriminate against applicants, students, employees, or suppliers based on race, color, national origin, religion, sex, age, disability, political affiliation, or sexual orientation. The university actively promotes increased special interest group participation in procurement practices. Let us know if you are interested in hearing about our goals and efforts related to this area.

UNCW is actively seeking HUB participation. HUB vendors are strongly encouraged to register on the NC Electronic Vendor Portal: https://vendor.ncgov.com/vendor/login.

MISSION STATEMENT
The Department of Purchasing Services provides direct support to the educational mission of the university by assisting departments in obtaining products and services of a high quality, at the lowest cost, and in the time needed. Purchasing administers relative contracts and leases; manages assets from acquisition through disposal and achieves this mission by processing orders, generating agreements and leases along with tracking equipment in an efficient manner and within the constraints of state purchasing requirements, UNCW policies, and the highest ethical standards. Meeting the needs of the university community is the focus of Purchasing Services' efforts.

We appreciate your interest and cooperation in a joint effort to support the educational mission of UNCW. A commitment to quality requires the best communication practices. Please don't hesitate to call us if you have any inquiries or concerns.

John Robinson, CPSM, CPPO, C.P.M., CPPB
Director of Purchasing Services

Revised 10/14/2022
UNCW Purchasing Services' is dedicated to conducting its business in accordance with UNCW policies and State laws so that taxpayers receive full value for their money. We endeavor to make our procedures conform to open, ethical and sound purchasing practices. We welcome qualified vendors and invite them to compete for the University's business.

UNCW has purchasing authority for most purchases under $500,000, and for specially designated purchases. Contracts for the University are awarded on the basis of best value to the University: price, quality and other factors. Where price and other factors are identical (tie bids), preference is given to North Carolina bidders and/or recycled products.

PURCHASE ORDERS
A purchase order is a legal obligation to pay you for a product or service. You should request a purchase order from an authorized purchasing agent at the university before performing any job. ONLY CHARGES SUPPORTED BY A UNIVERSITY PURCHASE ORDER NUMBER WILL BE HONORED FOR PAYMENT.

SALES CONTACTS
We realize that your time is valuable. To ensure your time is not wasted, we encourage vendors to set up appointments. All campus visits should be coordinated through Purchasing. Sales Representatives may visit the various departments for the sole purpose of demonstrating equipment. Please do not leave goods on consignment, or attempt to sell directly to the departments. Only the Purchasing Department has the authority to commit the University to a purchase, and in most cases this must be done through competitive bidding.

DELIVERIES
Unless otherwise specified, all goods are to be shipped prepaid FOB Destination. Please note the ship-to address information on the purchase order. THE PURCHASE ORDER NUMBER MUST BE VISIBLE ON THE OUTSIDE OF PACKAGES, SHIPPING TICKETS, AND PACKING SLIPS TO ENSURE TIMELY DELIVERY TO DEPARTMENTS AND PROMPT PAYMENT TO THE VENDOR FOR THE CORRECT ORDER. The regular hours for receiving are 8:00 am to 5:00 pm, Monday through Friday, but are subject to change during summer session of classes. For general questions on University deliveries, Central Receiving can be contacted at 910-962-3620.

INVOICES / PAYMENTS
Invoices must be e-mailed to Accounts Payable at accountspayable@uncw.edu or mailed to 601 S. College Road, ATTN: Accounts Payable, Wilmington, NC 28403. INVOICES MUST REFLECT THE PURCHASE ORDER NUMBER. Accounts Payable is unable to pay from a statement, so invoice separately for each purchase. Please do not send the invoice with the merchandise as it may be mistakenly discarded or misplaced by the campus department receiving the goods. Unless otherwise negotiated, invoices are paid under Net 30 payment terms. Please note goods or services must be received prior to payment.

Inquiries regarding payments should be directed to Accounts Payable at (910) 962-3645. Please reference purchase order number when making inquiries.

VENDOR REGISTRATION
To be notified of business opportunities, visit NC’s Electronic Vendor Portal at https://vendor.ncgov.com/vendor/login.

INVITATION FOR BID (IFB)
The Invitation for Bid is a procurement method used to solicit competitive sealed bid responses, when price is the basis for award. This procurement method is typically used for formal solicitations.

REQUEST FOR PROPOSAL (RFP)
The Request for Proposal is a procurement method used to solicit competitive sealed proposals that will be awarded based on criteria other than price alone (i.e, vendor experience, quality of services, etc.). This procurement method, typically used for services versus goods, is typically used for formal solicitations.

REQUEST FOR QUOTATION (RFQ)
A Request for Quote is a procurement method used to solicit quotes for goods or services over $25,000, when an IFB or RFP is not considered a requirement by the Purchasing department.

All forms of competition (IFB, RFP and RFQ) are offered based on the nature of the good or service required. The evaluation process takes into consideration the intended use of the good or service required. The purpose of our evaluation process is to determine the "best value" for the University.

It is beneficial for agencies wishing to do business with UNCW, to check the NC Interactive Purchasing System (IPS) at https://www.ips.state.nc.us/IPS/OpenBidSearch.aspx for available opportunities.

CREDIT CARD PURCHASES
The Purchasing Card is a Visa credit card available to University departments as a payment method for purchases $5,000 or less.