

**University of West Florida Regulation
UWF/REG-6.0054 Competitive Solicitation Requirements.**

- (1) All contracts for the purchase of commodities or contractual services exceeding \$75,000 shall be awarded pursuant to a competitive solicitation, unless otherwise authorized herein.
- (2) When only one response is received to a competitive solicitation for commodities or contractual services exceeding the threshold amount defined in section (1) above, the University will review the solicitation response and circumstances surrounding the solicitation to determine if a second call for a competitive solicitation is in the best interest of the University. If it is determined that a second call would not be in the best interest of the University, the University will proceed with the acquisition.
- (3) When multiple responses are received to a competitive solicitation pursuant to section (1) for personal property or printing, the University shall provide a preference to responses from vendors with a principal place of business in Florida as set forth in Board of Governors' Regulation 18.001(3).
- (4) The purchase of commodities and contractual services shall not be divided with the intent to avoid the requirement of competitive solicitation.
- (5) The notice of intent to award shall be publicly posted by the Procurement and Contracts Office in accordance with Florida Board of Governor's Regulation 18.002.
- (6) Responses to competitive solicitations shall remain confidential in accordance with Chapter 119 F.S.
- (7) As a general rule, in the case of extension errors, the unit price will prevail. However, the University reserves the right to disqualify bid responses for lack of clarity.
- (8) Modifications to bid or proposal response. A bidder or respondent may amend its bid or proposal, including revocation, in writing up until the due date and time of responses.
- (9) Withdrawal of bid or proposal response. A bidder or respondent may revoke its bid or proposal in writing up until the due date and time of responses.
- (10) Withdrawal of solicitation by bidders after the opening. Should a bidder withdraw its bid after bid opening, the University reserves the right to collect on the vendor or contractor's bid bond.
- (11) The University has the authority to reject or cancel any or all competitive solicitations when determined to be in the best interest of the University.
- (12) Protest Procedures. Protests arising from all University contract procurement processes for the purchase of goods, services, leases and for construction-related competitive solicitations shall be handled in accordance with BOG Regulation 18.002.

Authority §1010.04(4) FS. Board of Governors' Regulations 18.001 and 18.002. History—New 7-1-03. Formerly 6C6-6.0054. Converted to UWF/REG 6.0054 - 7/21/05. Amended 1/5/07, 12/12/08, 3/8/10, 12/10/10, 6/13/14, 03/26/2015.