
**A Vendor's Guide
for doing
Business with
The University of
Alabama in
Huntsville**

<http://www.uah.edu/business-services>

An Affirmative Action/Equal Opportunity Institution

This guide has been prepared to assist firms in marketing their products and services to The University of Alabama in Huntsville. Hopefully this brochure will help your business better understand the University's operating procedures for the procurement of goods and services. Questions concerning any of the guidelines or information contained within this publication should be directed to Procurement Services, The University of Alabama in Huntsville, Business Services Building, 301 Sparkman Drive, Huntsville, AL 35899, telephone 256-824-6484.

The University of Alabama in Huntsville is an instrumentality of the State of Alabama and is tax exempt, State Certificate #EX-742, Federal Tax Exempt #63-0520830. Institutional purchasing policies have been established to insure compliance with all state procurement statutes and to obtain the best value per acquisition.

Procurement Services has sole authority to procure goods and services for the University through issuance of an official University of Alabama in Huntsville Purchase Order. **The University of Alabama in Huntsville will assume no liability for products or services provided to University departments prior to the issuance of Purchase Orders.**

Vendors should submit all invoices in duplicate (original and one copy) to The University of Alabama in Huntsville, Accounts Payable Department, Huntsville, AL 35899. Invoices must contain proper quantities, item description, and unit cost with total price. **All invoices must reference the Purchase Order number.** Inquiries regarding the status of vendor invoices may be made to Accounts Payable at 256-824-2251. 0.045-008 Tw [(P)1(r)7(o1c)4(ur)7(e)10(m)-3(ent)2(

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All bid openings are conducted at 1:30 p.m., unless indicated otherwise on the bid form. All bid openings are open to the public. Interested bidders may request that a specific bid be read aloud by appearing in person at the bid-opening site when bids are scheduled to open. No information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. **Late bids will not be accepted.**

In the case of competitive bidding, award of a Purchase Order will be made to the bidder who submits the lowest and best bid, which conforms to specifications, terms, and conditions of the invitation to bid. Consideration will also be given to the bidder's potential ability to meet the invitation's terms and conditions as well as the bidder's integrity and performance record. Bids are accepted on the University's bid form only.

All bids are posted to our website at:
<http://www.uah.edu/business-services>

Click on "Vendors", and then click on "Bid Opportunities"

After the public opening of bids, bidders not attending the opening will not receive the results until after an award is made. Bid tabulations can be reviewed by accessing our website at
<http://www.uah.edu/business-services>

Click on "Vendors", and then click on "Bid Awards". Scroll down to the appropriate bid number.

Vendor application forms are available at our website. Complete and submit this form to be added

