

Vendor Selection Guidelines

When selecting vendors for campus projects an effort should be made to utilize local vendors¹ or contractors for services. Priority consideration should be given to those vendors/contractors who demonstrate the following characteristics;

1. They are qualified (licensed and bonded) to perform the required task.
2. They can supply the necessary products or service in a timely manner.
3. Their quality of work/products is acceptable.
4. They do or have made recent contributions or in-kind gifts to the college.

It needs to be understood that on some projects selection of vendors/contractors are not at the discretion of the University due to State Board of Higher Education and Office of Management and Business guidelines.

Additional Guideline(s)

1. When a general contractor is used they are to be directed by the University to utilize local vendors/contractors when possible.

Adopted: September 18, 2008

Sponsor: President's Cabinet

¹ Local vendors are identified as those located in the Mayville-Portland area and surrounding communities.