

How To Do Business with The University of South Alabama



Introduction

Suppliers frequently ask how they can get take advantage of business opportunities at the University of South Alabama and get on USA's vendor or bid list. This brochure was prepared in order to meet this need and provide up-to-date and consistent information regarding the various contracting and individual order opportunities that are available.

General Information

The University of South Alabama (USA) is a diverse and vibrant public university, is making a difference in the lives of the people of Alabama and the nation through teaching, research, service and health care. The University offers a wide range of high-quality undergraduate and graduate academic programs, and the USA Health System, which includes the College of Medicine, USA Physicians and USA Hospitals, provides state-of-the-art health care and medical education.

The USA Purchasing Department is responsible for the procurement of a wide range of products and services in support of the various activities on the campus. This brochure serves to provide guidelines regarding the procedures for conducting business with USA.

The Purchasing Department is located in the Administration Building, 650 Clinic Drive, Suite 1400, Mobile, Alabama 36688-0002. Business hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Company representative will be seen by appointment only.

Business Opportunities

Any qualified business with whom a USA department wishes to engage in business activities, can become a registered vendor by requesting that the department forward a formal registration via the USA Vendor Onboarding Portal located at:

<https://www.southalabama.edu/departments/financialaffairs/purchasingdepartment/vendor-onboarding/>

Purchasing Department Mission

As a part of the University of South Alabama Division of Finance, the Purchasing Department serves as a support function to the University's overall mission. The primary goal of the department is to provide for the timely and accurate service to University employees and departments while ensuring that all University purchasing functions are performed in accordance with applicable state and federal laws.

The Purchasing Department is charged with the responsibility of ordering all supplies, equipment and services necessary for the operation of the University of South Alabama. It is also a channel through which prospective buyers deal with prospective sellers. The process starts with the user department and ends with the Accounts Payable Department.

State and Federal Purchasing Law Requirements

As a state institution, USA is subject to the requirements of the State of Alabama bid law. The law requires that all purchases and/or contracts for materials, equipment, supplies, and labor for such amounts as set by the State of Alabama, shall, except as otherwise provided in the law, be let by free and open competitive bidding via sealed bids to the lowest responsible bidder. Competitive, sealed bids are let by the USA Purchasing Department. USA policy is to competitively bid all purchases in excess of \$75,000. USA is also authorized to utilize all State of Alabama contracts when it is advantageous to the university. All competitive bids are posted online at:

<https://www.southalabama.edu/departments/financialaffairs/purchasingdepartment/bidlist.html>

Gifts and Gratuities

Employees who are responsible for the procurement of goods and services for the university are prohibited from accepting personal gifts, services, gratuities, or other benefits of more than nominal value.

Invoicing

To ensure prompt payment of invoices, it is necessary that vendors follow the instructions on every, order. All invoices must reference the purchase order number. The item description, quantity and unit prices must appear as shown on the purchase order or its latest amendment. Vendors are requested to submit their invoices with a valid purchase order number via email to usaap_invoicecapture@conkursolutions.com

Sales Tax Status

The University of South Alabama is exempt from state taxes on all of its purchases under the Alabama Department of Revenue Sales and Use Tax Rules 810-6-3.47.04. A copy of our tax exemption certificate is available upon request.

Small Business Development

The USA Purchasing Department actively works to support the university's commitment to provide equal opportunities through contracting and individual order opportunities for small and disadvantaged businesses. Purchasing makes every effort to ensure that the university includes the maximum practical number of small and disadvantaged businesses in the competitive bidding process. The Purchasing Department seeks to maximize the opportunity for small business participation through the development mutually beneficial business relationships, while also educating the university community about USA's goals in this area.

Driving Directions

- From Interstate 65, take the Airport Blvd. West exit and follow signs for USA.
- At University Blvd. (traffic light, Publix parking lot) turn right, and proceed to USA Drive South.
- Follow USA Drive South to Clinic Drive to the front entrance of the Technology and Research Park, Bldg. III.
- The Purchasing Department is on the ground floor, Suite 1400.