

## College Operating Procedures (COP)



**Procedure Title:** Approved Vendor List  
**Procedure Number:** 04-1010  
**Originating Department:** Office of Financial Services

**Specific Authority:**

Board Policy 6Hx6:1.02  
Florida Statute 1001.02, 1001.03  
State Board of Education Rule 6A-14.0734

**Procedure Actions:** Adopted: 6/10; 2/11; 4/16/12

**Purpose Statement:** An approved vendor list is maintained by product category for the purpose of the selection of qualified vendors for quotations and formal solicitations.

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### **Guidelines:**

This procedure applies to all vendors who wish to be considered by Florida SouthWestern State College as qualified to submit quotes and formal solicitation responses for providing the College with products and/or services.

### **Procedures:**

- I. Any vendor who desires to be added to the Florida SouthWestern State College Approved Vendor List must complete a Vendor Application (Form BO-028) and submit it to the Office of Procurement Services prior to the formal submission of a Price Quote or Formal Solicitation. The Vendor Application can be located at the following website: <http://www.fsw.edu/district/purchasing>
- II. Upon receipt of the Vendor Application, the Office of Procurement Services will review the application. Applications that will be utilized in sending notifications to vendors of formal solicitations will be organized according to product/service category for future reference. Applications that will be utilized in obtaining quotations will be organized in alphabetical order and information will be copied and forwarded to College departments that may want to consider products/services available in order to obtain quotations. Applications that contain Certified Minority Business Enterprise certification will have their status noted on the College's electronic vendor system and/or noted for future use.
- III. Vendors are encouraged to keep the Vendor Application current by resubmitting on a yearly basis or as needed when vendor application information changes. In addition, the

Office of Procurement Services will review/update the Vendor Applications yearly or as needed. Removal of a Vendor Application from the Approved Vendor List will occur, but not be limited to, when inaccurate/illegible information is received, repeated no responses to quote requests and/or formal solicitations, (does not include times when Vendor may elect not to participate in the quote/formal solicitation process via formal notification to Procurement Services) or not responding to the College's request for an updated Vendor Application.

- IV. Vendors shall be encouraged to make all contacts through the Office of Procurement Services. Initial and/or direct contact with College departments may be necessary from time to time but will not be the normal business practice. Sales representatives are encouraged to arrange appointments with the Office of Procurement Services in order to make the visit timely and productive for both the College and the Vendor.
- V. Procurement Services Personnel shall establish and maintain good vendor relations. The following practices are expected:
- Grant equal opportunity to all qualified vendors.
  - Keep competition open and fair.
  - Decline taking advantage of seller's honest errors.
  - Observe strict truthfulness in all transactions.
  - Show consideration for seller's difficulties and extend cooperation when possible.
  - Vendors shall be afforded cordial and friendly consideration.
  - Keep completely free from personal obligation to vendors.
  - Respond promptly to communications.
  - Keep an open mind in relation to new methods and materials.
  - Cultivate and maintain a genuine and business-like association with vendor representatives of which is based upon mutual need, trust, and confidence.
  - Maintain a high code of personal and professional ethics, backed up by both good judgment and conscience.
  - Alternative or multiple sources of supply shall be maintained as a means of insuring quality services, minimizing costs, and creating a favorable competitive environment for the procurement of goods and services.
  - Continue competition that stimulates and improves vendor products and ideas of which will create a favorable trade image for the College.