

EUT POLICY ON BIDDING AND PURCHASING

Basic Commodity Procurement Guidelines

Commodity Definition

A commodity is a good whose wide availability typically leads to smaller profit margins and diminishes the importance of factors other than price. In general, commodity purchases for the EUT the following guidelines apply:

Procurement Card Usage (Credit Card):

As a general overview, the p-card program has been established to create an efficient, time saving method of payment for agencies and vendors alike. The p-card may be used for commodity purchases that are less than \$5,000 in total value or certain services under \$2,500 (please contact the Augusta Office to verify if the credit card can be used or refer to the attached "Low-Cost Services Guidelines").

Please note a Purchase Order (PO) must accompany the request for the commodity. The PO provides the Augusta Office with a paper trail to process invoices according to State of Maine Procurement Guidelines.

Purchases Over \$5000:

1. Obtain three (3) quotes. If three quotes are not able to be gathered, document the vendors contacted and their response and send the information to Augusta to process according to Procurement policies and procedures.

Dedicated Contracts: (see the attached)

Under \$5,000

In general, P card or Agency PO, or Low Service Contract OR Service Contract. Contact the Augusta Office for details.

Over \$5,000

You will need to work with the Augusta Office:

- a. Provide three quotes. If three quotes are not able to be obtained, provide at least one quote and a list of at least two or three vendors contacted with their response.
- b. The Augusta Office will draft the necessary contract and submit it for approval.
- c. Services must not begin until a contract has been approved and finalized.

Helpful Attachments(4):

Low-Cost Service Guidelines Procurement for Commodities Procurement for Services \$10,000 or less

Procurement for Services over \$10,000

LOW COST SERVICES GUIDELINES			
This table is a guideline for the payment of small dollar value (\$5,000 and under), within a one (1) year period.			
<i>Covers: One-Time, Intermittent or Re-occurring Services</i>			
Trade Services	Liability and Risk	P-Card or Agency PO	Contract (LCSC or SC)
1. Septic Pumping	Low Risk	Yes	Dept Discretion
2. Well Repair	Low Risk	Yes	Dept Discretion
3. Pest Control	Low Risk	Yes	Dept Discretion
4. Rubbish Collection and Recycling	Low Risk	Yes	Dept Discretion
5. Transfer Center	Low Risk	Yes	Dept Discretion
6. Dry Cleaning and Laundry	Low Risk	Yes	Dept Discretion
7. Portable Toilet Rental	Low Risk	Yes	Dept Discretion
8. Portable Toilet Pumping	Low Risk	Yes	Dept Discretion
Professional Services			
1. Advertising - Newspaper, other	Low Risk	Yes	Dept Discretion
2. Surveys (Not surveying)	Low Risk	Yes	Dept Discretion
3. Graphic Design	Low Risk	Yes	Dept Discretion
4. Printing Services (Not on a Master Agreement)	Low Risk	Yes	RQS in Advantage
5. Transcribing	Low Risk	Yes	Dept Discretion
6. Medical Services – (physicals for law enforcement); Laboratory screening; Vets	Low Risk if using a licensed physician (Vet) or laboratory. Use the PFR ALMS website to check licensing for medical doctors.	Yes	Dept Discretion
7. Laboratory Services	Low Risk if using a licensed laboratory	Yes	Dept Discretion
8. Meeting Room Rental (Not Conferences)	Low Risk	Yes	Dept Discretion
9. Catering	Low Risk	Yes	Dept Discretion
10. Training - classes, courses, and registration fees, etc	Low Risk	Yes	Dept Discretion
11. Shredding - NO security of Sensitive Information	Low Risk	Yes	Dept Discretion
Other Services			
1. Utilities			
a. Cell phone bill	Low Risk - Policy on Personal Use	No	GAX Payment
b. Electricity	Low Risk - High Dollars & Logistics	No	GAX Payment
c. Internet/Satellite	Low Risk	Yes	GAX at Dept Discretion
d. Pagers	Low Risk	Yes	GAX at Dept Discretion
e. Water/Sewer	Low Risk	Yes	GAX at Dept Discretion
f. Heating Fuel	Low Risk but High Dollars & Logistics	No	DO for Master Agreement Vendors, GAX if no MA vendor delivers to that location
2. Software – maintenance, license agreements	Under \$5,000 - with <u>documented</u> authorization from OIT and/or Procurement Services	Yes	Dept Discretion
3. Subscriptions/Dues	Low Risk	Yes	GAX
Procurement Services reserves the right to make further exceptions within its purview.			
			updated 12/2/2019

Adopted: March 2022