HOW TO DO BUSINESS WITH WICHITA STATE UNIVERSITY

There is no formal registration process to become a vendor of Wichita State University. All bid solicitations are listed on the Purchasing website located at [www.wichita.edu/purchasing](http://www.wichita.edu/purchasing). Please monitor this site for bid opportunities.

All vendors not currently set up in the WSU financial system will be required to submit a W-9 form before a purchase order or a payment can be issued.

Inside the brochure is a partial listing of commodity assignment for buyers and you may direct any additional questions to the buyers.

WSU OFFICE OF PURCHASING

YOUR ROADMAP TO SUCCESS

When submitting bids, pay attention to the smallest detail. It may be the difference between acceptance or rejection of the bid. Any bid may be rejected for numerous reasons, most often through careless mistakes on the part of the bidder, which includes,

- Failure to sign bid form
- Failure to submit supporting documentation
- Late submission of a bid
- Failure to furnish delivery and pricing information
- Taking exception to the specifications or altering the terms and conditions of the request

Unless stated otherwise in the invitation to bid, all items are to be delivered F.O.B. Destination, Prepaid and Allowed. This means that shipping costs are included in the item pricing and that the University takes ownership of the goods upon delivery to the receiving dock or designated site as specified in the bid request. The University reserves the right to reject, upon arrival at destination, any items which do not conform to the specifications and conditions under which they were purchased. All materials, supplies or equipment offered by the successful bidder must be new, unused, of recent manufacture, and suitable for their intended purpose. Equipment must be assembled and fully serviced for operation when delivered.

After delivery of accepted goods or services, the vendor presents an invoice to the University for Payment Standard Payment terms are Net 30 days and are based upon K.S.A 7-6403(b). Payment is usually processed within 30 days receipt of invoice.
WHAT WE DO

Wichita State University purchases a variety of goods and services in support of the academic and research efforts of its faculty and staff. In addition, we provide support facility services for the University. We do business with a host of suppliers and service firms and our primary concern is, can your business get the job done in a more efficient and economical manner than your competition?

If you are awarded a contract with Wichita State University, or the State of Kansas, your challenge, as with any other business, will be to carry out the terms of the contract in a professional competent manner.

Wichita State needs your business to be successful, for when you are successful we too are successful in providing the goods and services needed by the University community.

If a bidder is unable to comply with the specifications in the bid request, he or she may elect not to bid. If awarded a bid, the result is a binding contract between the vendor and the State and University. The bidder must furnish and deliver the goods or services required. Awards are made to the lowest RESPONSIVE and RESPONSIBLE bidder complying with conditions and specifications of the solicitation.

OFFICE OF PURCHASING PERSONNEL

**Steve White – Director**
(316) 978-3782 steven.white@wichita.edu

**Kim Sowell – Assistant Director**
(316) 978-3784 kim.sowell@wichita.edu

**Lisa Nettleton, Procurement Officer III**
(316) 978-3783 lisa.nettleton@wichita.edu
Health Professions, Biology, Chemistry and Engineering Research & Testing Equipment, Printing, Advertising, Creative Services, Temp Services, Institutional Memberships, Subscriptions and Registrations, Maintenance Agreements Scientific Equipment, Lab-Equipment & Supplies.

**Robby Murray, Procurement Officer II**
(316) 978-5185 robb.murray@wichita.edu
BPC Card Program Administration, Furniture, Office Supplies, Vehicle Fuel Cards, IT Equipment (Computers/Printers), Audio/Visual Equipment, Photographic Equipment and Supplies, WSU Letterhead/Envelopes, Back up for Office Admin & Timekeeping.

**Doris Wells, Senior Administrative Specialist**
(316) 978-5173 doris.wells@wichita.edu
Receptionist, Process & Distribute ICDs, Approve Catering and various ICD’s, Timekeeping, assist with processing orders for IT Equipment (computers/printers), Travel for Purchasing, and Various Reports.

Member of
National Institute of Governmental Purchasing
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Kansas Association of Public Purchasing Professionals
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E & I Purchasing Cooperative
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National Association of Educational Procurement
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MINK
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US Communities Government Purchasing Alliance
.....
National Joint Powers Alliance
.....
The Cooperative Purchasing Network
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National IPA Cooperative Purchasing
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Greenbush – Southeast Kansas Education Service
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Keystone Purchasing Network
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And any other cooperative groups

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