



# DAYTONA STATE COLLEGE

**Associate Director, Purchasing**

**Sam Phillips**

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Daytona State College welcomes the opportunity to do business with interested merchants in the community.

The Purchasing Department has the responsibility to make the most economical acquisition of quality materials and services that will assure efficient operation of the College. To that end, it is essential that interested business persons become familiar with the College's purchasing policies and procedures.

## **Vendor Contact**

The Purchasing Department coordinates all vendor contacts and supervises the procurement process to ensure compliance with purchasing policies and procedures. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

**Suppliers are cautioned** against making a delivery or performing a service for the College without having an **authorized purchase order**. If vendors supply items to College personnel without proper authorization, the vendor must assume the responsibility for collection of the payment of these goods or services from the individual with whom the transaction was made. However, for authorized purchases, deliveries shall be made to the address indicated on the purchase order or to other locations as authorized by the Purchasing Department.

## **Competitive Bidding System**

Rules governing purchasing and contract procedures were established under the concept of open competitive bidding. Purchase awards are made to the bidder who brings the best value to the College, meets the stated specifications in accordance with the stipulated terms and conditions, and also has the capacity to provide the service or product. These specifications and conditions are outlined in bid packages that are available to all interested vendors.

## **Minority Business Enterprises (W/MBE)**

Daytona State College encourages all segments of the business community to participate in its purchasing program. The Purchasing Department utilizes numerous Internet based sites which include lists of W/MBE businesses to facilitate their increased participation. Minorities and women business owners are asked to contact the Associate Director of Purchasing for more information or assistance in participating in the College's procurement program and registering with the state's Office of Supplier Diversity (OSD). Execution of a self-declaration form from all vendors claiming minority status is requested. The form is available by contacting the Purchasing Department.

<http://www.DaytonaState.edu/bussvcs/bids.html>