Vendor Diversity Initiative
The University's Vendor Diversity Initiative was implemented to ensure that all vendors have better access to and knowledge of the University's procurement system. This initiative supports the University's commitment to diversity being applied to procurement decisions with the objective of achieving and fostering greater minority-owned, women-owned and disabled-owned business participation. Inclusion of these businesses in the economic mainstream improves the economic stability and vitality of our community, state and nation.

Iowa State University is committed to procuring from certified Iowa Targeted Small Businesses. Any vendor desiring information regarding certification should contact:
Certification Manager
Inspections and Appeals/Audits Division
Lucas Building, Second Floor
Des Moines, IA 50319-0074
(515) 281-7250

Vendor Registration
ISU's purchasing systems rely heavily on the information gathered from vendors via our on-line vendor registration. This information allows us to provide University personnel with current information about your company and the products and services you offer.

If you are a new vendor to ISU, have never submitted an on-line vendor registration or need to update your information, we would appreciate your cooperation in completing an on-line vendor application. You can access it on-line at: http://www.purchasing.iastate.edu/vendors/process.html.

For any questions regarding the application or our vendor database, please contact our vendor desk at 515-294-8201.

Code of Fair Practice
Iowa State University does not discriminate on the basis of race, color, national origin, sex, age, or disability. Any persons having inquiries concerning this may contact the Director of Affirmative Action, 515-294-7612.

Vendors shall, in the performance of any contract, comply with the provisions stipulated in Executive Order 11246.

Code of Ethics
We subscribe to the National Association of Educational Buyers (NAEB) Code of Ethics.

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive offerors equal consideration insofar as the established policies of my institution permit, and regard each transaction on its own merits.
5. Conduct business with potential and current suppliers in an atmosphere of mutual confidence and integrity, void of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Use only by consent original ideas and designs devised by one vendor for competitive purchasing purposes.
8. Be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade and industrial associations, governmental and private agencies engaged in the promotion and development of sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEB members and promote a spirit of unity among them.

Vendor Guide to doing business with Iowa State
The mission of the Iowa State University purchasing department is to provide efficient, timely and effective services that maximize resources and support the university in making Iowa and the world a better place.

Purchasing Department
3616 Administrative Services Building
Ames, Iowa 50011-3616
515-294-4860
www.purchasing.iastate.edu

Revised August 2013
Welcome to Iowa State University
This brochure is intended to provide useful information concerning the procurement activities of Iowa State.

The mission of the Iowa State University purchasing department is to provide efficient, timely and effective services that maximize resources and support the university in making Iowa and the world a better place.

The Purchasing Department procures more than $250 million of goods and services for the University annually.

Location and Hours
Suppliers and contractors wishing to conduct business with Iowa State University may contact the Purchasing Office, located at 3616 Administrative Services Building (ASB), Ames, IA 50011-3616, or log on to our website and complete a vendor registration. ASB is located on the southwest corner of the intersection of Stange Road and 13th Street on the northeast corner of campus.

Our business hours are 8:00 a.m. to 11:30 a.m. and 1:00 p.m. to 5:00 p.m. Monday through Friday. Summer hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday. Before making your visit, be sure to contact the Purchasing Department for an appointment to confirm that a purchasing agent is available.

We acknowledge vendors are integral in providing the best pricing, service and quality products and services to the University. Sales representatives will be referred to interested staff to present new product development or assist with technical information.

Purchasing Authority
The Purchasing Department has the sole authority to purchase all materials, supplies, equipment and services for the University. The University does not assume obligation or liability for goods or services ordered or furnished to departments or individuals without a properly executed purchase order, professional services agreement, or ISU purchasing card.

Iowa Gift Law
Purchasing Department policy precludes our accepting any item of value from a vendor.

What We Buy
The Purchasing Department is responsible for procuring all equipment, supplies and services to support academic and research programs, as well as all University support operations. These operations include Utilities Generation, Facilities Planning and Management, Farm Operations, Residence Department, and many others. An abbreviated list of what we buy and the purchasing agents responsible for each commodity is enclosed, or can be found on our website at http://www.purchasing.iastate.edu/staff.

Competitive Bidding
As a public institution, we are governed by state statutes and the State Board of Regents' procedures. We are accountable to the Iowa Board of Regents, granting agencies, and the citizens of Iowa.

The Purchasing Department is responsible for ensuring fair and open competition based on functional specifications in the bid documents. Three or more written competitive bids are solicited for goods and services purchases over $25,000.

At ISU, pricing is requested by either direct bidding based on known specifications and performance (Request for Quotation or RFQ), or by stating performance criteria and inviting vendors to propose equipment, systems, or services to achieve the desired level of performance (Request for Proposal or RFP).

All ISU bidding opportunities are posted on our website at: http://www.purchasing.iastate.edu/vendors.

Small Dollar Purchases
The Purchasing Department has delegated the authority to purchase small dollar supplies to most departments.

Departmental personnel have been issued an ISU Purchasing Card for small dollar supplies. This is a VISA credit card and is intended to reduce paperwork for vendors as well as the University.

Deliveries
There is no central receiving department, thus each order will designate the appropriate destination. Do not ship to the Purchasing Department address.

Vendor Payment Process
When goods or services are delivered to the appropriate consuming department, the invoice should be mailed to:
Iowa State University
Purchasing Payables
3617 Administrative Services Bldg.
Ames, IA 50011-3617
or emailed to: invoices@iastate.edu

The University purchase order number must appear on each invoice. We are proud of our ability to pay invoices in a timely manner. Therefore, we encourage our vendors to offer prompt payment discounts. Our payment terms are 5% 15/Net 30, unless vendor specifies otherwise.

Sales Tax Exemption
Iowa State University, as a state educational institution, is exempt from paying state sales tax or local option sales tax on goods or services.

Conflict of Interest
Under the State Board of Regents policy and Iowa Administrative Code rules, a conflict of interest vendor is any partnership or sole proprietorship of a state employee. Conflict of interest vendors wishing to do business with the University must request approval by the State Board of Regents through the ISU Purchasing Department. All purchases of goods or services from conflict of interest vendors, regardless of dollar value, must be handled by the Purchasing Department.

Construction Projects
Construction projects greater than $25,000 are publicly advertised. Bid documents for these projects are available at plan rooms located throughout the state. For further information, contact:
Manager of Contract Administration
Facilities Planning & Management
General Services Building
Ames, IA 50011
(515) 294-2318

Some construction projects under $100,000 may be handled through the Purchasing Department. These opportunities are available on the Purchasing website.