

4.0 Construction

This procedure is issued to establish a Comprehensive Buyers Guide for all procurement

When vendors register themselves in our Vendor Portal, they become responsible for keeping their profile updated. If their address were to change, they log into the portal using the ID & PW created during their registration, update their address and add a new W-

Sole source procurements are those where no other supplier is

and operated within “Historically Underutilized Business Zone”, (**HUBZone**) as designated and certified by the Federal Government. The business must also be owned, operated, and controlled by person(s) who are US Citizens and have at least 35 percent of its employee base residing within the HUBZone.

- **Additional programs** such as Minority Owned, Native American or Alaska Native Owned, Asian Owned, Black or African American Owned, Hispanic/Latino Owned, Native Hawaiian or other Pacific Islander Owned, Veteran Owned, Gay Lesbian Bi-Sexual Transgender Owned, People with Disabilities Owned, 8(a) Business Development Program, socially

GIFTS AND GRATUITIES POLICY FOR OFFICERS AND DEANS

University employees are prohibited from soliciting or accepting cash gifts or gratuities of any amount from any person or entity doing (or proposing to do) business with the University. Furthermore, unless specifically excepted

determination. Additionally, the Procurement and Contracts Office maintains a list of firms Pace has engaged with successfully in the past.

Effective July 1, 2018: updated Federal regulations regarding Grants, Uniform Guidance, purchasing requirements have changed. Goods and/or services valued between \$5,001 and \$50,000 require two (2) formal quotes attached

3. The current qualifications found in the Terms and Conditions of the Purchase Order would be followed to protect the University.
4. The vendor/contractor must provide a current Certificate of Insurance (COI) naming Pace University as additionally insured prior to start of work. The COI must be attached to the Requisition/Purchase Order.

General Contractor

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