

## **Vendor Selection:**

The selection of a vendor is generally the user's choice. Detailed vendor information, such as name, address, telephone number, and fax number is available from a variety of sources. If a user is unsure of where to acquire a particular item, they are encouraged to contact the Procurement Services Office for assistance.

Only reputable suppliers will be utilized as sources of supply for the university's needs. Vendors will be evaluated on responsiveness, courtesy, technical competence, reliability, and ethics. In addition to approved vendor lists maintained within the e-Bid Procurement System, the following list can provide sources for prospective suppliers:

- Thomas Register of American Manufacturers
- National Directory of Addresses and Telephone Numbers
- Regional Industrial Purchasing Guide
- Industry associations
- Trade associations
- Professional associations
- Classified telephone directories
- Trade and product shows
- Manufacturers' catalogs and sales literature
- Periodicals/magazines
- Internet searches
- Department of General Services