



NKU PROCUREMENT PROCEDURES FOR LARGE PURCHASES

We would like to remind you that when acquisitions do not have to be formally bid there are still some basic guidelines to be followed.

Currently, anyone making a purchase over \$5000 is required to solicit at least three (3) price quotes and to attach copies of all quotes that were obtained to the requisition.

If you have a project or purchase that will cost over \$10,000 please contact Procurement before obtaining multiple quotes.

Projects are not to be artificially split to avoid reaching any specific spending thresholds and specifically the \$40,000 point at which we are legally required to issue formal solicitations.

You are not authorized to sign any contract. If you do sign a contract you could be held personally liable for the amount of the contract. In most cases where the value of the purchase is less than \$5,000, the purchase order issued to fulfill your requisition becomes the contract. This avoids any issues with terms and conditions. In cases where the purchase amount is greater than \$5,000 or if a vendor/contractor will be coming onto University property to perform services or to provide work, Procurement Services may require that a formal written agreement be signed.

Construction, renovation, maintenance and repair work of any kind, or amount, is not to begin on campus until after the purchase order is issued and we have proof of insurance for the contractor on file in Procurement.

The Contractor shall furnish the University the Certificates of Insurance and guarantee the maintenance of such coverage during the term of the Contract. The Contractor shall provide an original policy endorsement of its CGL insurance naming Northern Kentucky University and the directors, officers, trustees and employees of the University as additional insured on a primary and non-contributory basis as their interest appears. Additionally, the Contractor shall provide an original policy endorsement for Waiver of subrogation in favor of the Northern Kentucky University its directors, officers, trustees and employees as additional insured.

Our basic insurance requirements are:

Worker's Compensation and Employers' Liability Insurance: The Contractor shall acquire and maintain Workers' Compensation insurance with Kentucky's statutory limits and Employers' Liability insurance with at least \$100,000 limits of liability.

Comprehensive General Liability (CGL) Insurance the limits of liability shall not be less than \$500,000 each occurrence for bodily injury and \$250,000 property damage.

Comprehensive Automobile Liability Insurance: To cover all owned, hired, leased or non-owned vehicles used on the Project. Coverage shall be for all vehicles including off the road

tractors, cranes and rigging equipment and include pollution liability from vehicle upset or overturn. Policy limits shall not be less than \$500,000 for bodily injury and \$100,000 for property damage.

Excess liability insurance in an umbrella form for excess coverages shall have a minimum of \$1,000,000 combined single limits for bodily injury and property damage for each.

The limits shall be increased or other types of insurance added as appropriate to cover any anticipated special exposures.

The contractor shall also show proof to be registered with the Secretary of State of the Commonwealth of Kentucky as either a domestic or foreign corporation and be in good standing.