

## Solicitations/Demonstrations

Section 3:2 Revised 11/08/2002

Since State policy requires that supplies and materials normally be obtained from State contracts or by competitive bidding, solicitation by salesmen may be of little value. Salesmen may visit departments to keep the departments informed of new items being introduced and to assist departments by providing information on various aspects of their products.

From time to time vendors request that they be allowed to demonstrate a new product line or a new service. The University does not prohibit this type of demonstration, but, since space, either in a building or parking lot, must be provided, approval must be obtained from the University Conference and Facilities Use Coordinator, located in Cone Center.

A more common type of demonstration is that requested by a department from a vendor of a particular piece of equipment. In these instances, the arrangements are worked out between the department and the vendor and require no further approval.

The vendor will be responsible for all expenses incurred in the demonstration. The University will not accept any responsibility for the safety of the equipment of the vendor beyond normal care and safety.

It is not permissible for a department to receive materials on consignment, pending issuance of a confirming Purchase Order. Receipt of equipment for demonstration purposes is permissible provided no obligation is made to the vendor to purchase the equipment.

The demonstration of equipment to a department or to an individual in no way obligates the University to purchase or lease the equipment or service. Any purchase requests issued after demonstrations will be handled in accordance with the normal purchasing regulations of the University and the State.