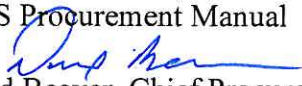




West Virginia University[®]

Procurement, Contracting and Payment Services

DATE: January 27, 2015
TO: PCPS Procurement Manual
FROM: 
David Beaver, Chief Procurement Officer
SUBJECT: Revision 00001 to WVU Purchasing Manual Dated April 2006

The West Virginia University (WVU) Procurement Manual (April 2006) is hereby revised as follows:

Section 5.3.7.2 is hereby deleted in its entirety and replaced with the following paragraph:

The Chief Procurement Officer shall advertise for bids (excluding Construction and A/E) via public notice by any advertising medium the director deems advisable. The primary method of advertising for bids/proposals shall be the WVU bid site located at <http://wvubids.finance.wvu.edu>. The advertisement shall appear at least 14 calendar days prior to the date bids/proposals are due. In addition, national bid networks may be used when practical.

Section 5.3.9.1 is hereby revised as follows:

Bids/Proposals shall be submitted in accordance with the “instructions to bidders” section located in the solicitation document. All bids/proposals shall be signed by an authorized agent of the organization submitting the bid/proposal. At the discretion of the authorized WVU purchasing representative, electronic bids/proposals may be accepted. Specific instructions regarding electronic bid/proposal submission shall also be located in the “instructions to bidders” section of the solicitation.