

Methods of Purchases

Equipment, materials and supplies are purchased in one of three ways:

1. Equipment, materials and supplies available on established State Term Contracts are purchased in accordance with those contracts.
2. Equipment, materials and supplies not covered by State Term Contracts and totaling less than \$25,000 may be purchased locally by soliciting competitive quotations.
3. The State Division of Purchase and Contract handles the purchase of equipment, materials and supplies not on State Term Contract that will have a total cost over \$25,000.

Services and Service Contracts are procured in the following manner:

1. Services and/or Service Contracts with an annual cost totaling less than \$25,000 are solicited and awarded by the NCSPA.
2. Services and/or Service Contracts with an annual cost totaling in excess of \$25,000 are solicited by the NCSPA and forwarded to the Division of Purchase and Contract for award.

Vendors are encouraged to register with the State of North Carolina Interactive Purchasing System to receive bids placed by the NCSPA.

<http://www.ips.state.nc.us/ips/pubmain.asp>

Sales Call Instructions

Salespeople are expected to:

- Call in advance and make an appointment at a time convenient to the purchaser during normal business hours.
- State clearly when making the appointment that it is to be a sales call and give a brief description of the product or service offered.
- Arrive on time for the appointment.
- Have a brief presentation prepared to explain the essential characteristics or features of the product or service.
- Keep the presentation within the time period agreed upon.

The Purchaser can be expected to:

- Be available for appointments during normal business hours on reasonable notice.
- Be on time to receive the salesperson.
- Listen to the presentation and try to determine whether the product or service will benefit the NCSPA.

The NCSPA promotes and encourages minority, women and disabled business participation in the NCSPA procurement process.

Notice

The NCSPA does not discriminate against any person on the basis of sex, race, color, religion, age or disability in any of its procurement or employment programs or activities.



North Carolina State Ports Authority

Purchasing Department
Materials Management Building
2508 Burnett Blvd.
P.O. Box 9002
Wilmington, NC 28402
(910) 763-1621

**Vendor's Introduction
To
North Carolina Ports
Purchasing**

Introduction

This brochure is offered as a source of purchasing information to all vendors and prospective bidders who wish to do business with the North Carolina State Ports Authority (NCSPA).

This brochure describes how the NCSPA's purchasing process works and explains the policies upon which these procedures are based. In doing so, it is our desire to encourage qualified vendors to compete for the NCSPA's business.

All qualified vendors and sales representatives are invited to call on the Purchasing Department and become fully acquainted with the many types of equipment, materials, supplies and services required by the NCSPA.

Purchasing policy is governed by Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Chapters 5 & 6 of the NC Administrative Code.

This guide does not cover the purchase of construction work which is governed by Article 8 of Chapter 143 of the General Statutes.

Purchasing Policies

The NCSPA Purchasing Department is responsible for the procurement practices of the Authority and carries out its responsibilities and establishes procedures in accordance with policies set forth in the purchasing manuals of the State of North Carolina Division of Purchase and Contract, Administrative Code and General Statutes of the State of North Carolina.

The NCSPA intends that its purchasing be conducted on an open, ethical and sound basis so that the Authority receives full value for each dollar spent.

Code of Ethics

The Purchasing Department staff is committed to the following Code of Ethics.

- To conduct all purchasing activities according to applicable laws, rules, regulations, and policies of the State of North Carolina and the NCSPA.
- To uphold the practices and principles of the professional purchaser.
- To conduct all purchasing activities in such a manner as to develop and maintain good public, vendor, and internal relationships.
- To encourage fair and open competition by legitimate and ethical means.
- To extend honest, courteous and impartial treatment to all interested and qualified suppliers.
- To maintain the integrity of purchasing at all times, keep free from any personal obligations to vendors, and respect their confidence.
- To promote the goodwill of the Purchasing Department at all times.
- To respect the authority of purchasing at all times, and not use it for private advantage or gain.

Note: Vendors are discouraged from offering gratuities or personal favors to any employee at any time.

Calling on Purchasing

Vendors interested in selling equipment, materials, supplies or providing services to the NCSPA are invited to call on the Purchasing Department. A mutually beneficial visit is normally assured by calling ahead and scheduling the time with the appropriate purchaser.

Vendors are encouraged to make application for addition to the vendor database to receive future bids when calling on the Purchasing Department for the first time. An application may also be obtained by mail or email from the Purchasing Department.

Submission of the application informs us the type of commodities or services offered by the vendor, length of time in business, general financial responsibility and other pertinent facts. This information may be supplemented by data from other financial resources (Dun & Bradstreet) or other related reports.

Applicants are encouraged to register with the State of NC Interactive Purchasing System to receive bids placed by the NCSPA.