

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 6008

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PROCEDURE TITLE: Merchandise to be Received on a Trial Basis

STATUTORY REFERENCE: FLORIDA STATUTES 1001.65(1) AND 1010.04(2)

BASED ON POLICY: VI-2 Bidding for Commodities and Services

EFFECTIVE DATE: July 3, 1986

LAST REVISION DATE: November 8, 2005

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I. PURPOSE

To establish a procedure for requesting, , testing, returning and/or purchasing sample merchandise which is provided to the College on a trial basis. Sample merchandise or merchandise brought in for demonstration purposes may be retained by the College or returned to the vendor as defined below.

II. PROCEDURE

A. RETURNED SAMPLES

All arrangements for accepting sample merchandise that will be returned to the vendor will be coordinated through the Purchasing Department.

1. The College department wishing to obtain sample merchandise on a trial basis must advise the Purchasing Department in writing. If there are to be charges for rental, freight, installation, training, supplies, accessories, return of merchandise or other charges, a Department Requisition must be forwarded to the Purchasing Department for issuance of a Purchase Order prior to delivery of the trial merchandise.
2. Prior to accepting sample merchandise on a trial basis, where no charges are to be incurred, the Purchasing Department will request and receive a signed statement from the vendor indicating the following:
 - a. The beginning and ending dates of the trial period.
 - b. The vendor's agreement that the College cannot be held liable for loss or damage to the trial materials including but not limited to loss or damage while in transit to or from the College or while at the College's location

- c. The vendor's agreement that the College is under no obligation to purchase the item(s) on trial.
 - d. The vendor's understanding that since College records are open to public inspection, suppliers are not guaranteed that proprietary information will be protected.
 - e. The vendor's agreement to make the necessary arrangements at the end of the trial period to remove the merchandise from the College at the vendor's expense.
3. Trial use of merchandise will not preclude competitive bidding.

B. RETAINED SAMPLES


The examination of sample products may provide benefits to the procurement process. The Purchasing Department will be responsible for coordinating all samples to be evaluated by the College, as follows:

1. Product samples may be requested as part of any bid evaluation and may become the property of the College at no cost to the College
3. A department that wishes to purchase sample merchandise or equipment must complete a Department Requisition and indicate in the description that this item was already received on a sample basis and should not be delivered. The Purchasing Department will issue a Purchase Order accordingly.

C. PRODUCT DEMONSTRATIONS

The display or demonstration of supplier products is often an important part of the specification development and source selection process. The Purchasing Department will manage this process to support College needs. The display and demonstration of suppliers' products on campus will be presented as follows:

1. Departments requesting demonstrations should contact the Purchasing Department. All requests to vendors for demonstrations must be initiated by the Purchasing Department.
2. Suppliers wishing to provide display products or demonstrate services on campus shall submit a written request to the Purchasing Department for approval.
3. The Purchasing Department will approve of and coordinate the demonstration if it is deemed to be in the mutual interests of both the College and the supplier.

	
11/8/05	
PRESIDENT	DATE