University at Buffalo
Purchasing and Contract Services
Business Services

University at Buffalo AV Contracts

Simple steps for requesting AV contract work

New AV Request

Under $25,000

Request a Quote from One Vendor at a Time

[Download the Under $25K Email Quote Template]

- Start with Southtown Audio Video*. You may move forward if Southtown Audio Video* provides a quote.
- If Southtown Audio Video* declines, request a quote from Solutionz, Inc.*
- If Solutionz, Inc.* declines, request a quote from Audio Video Corporation (AVC)*.
- Keep declined responses as support for moving to the next vendor.
- No Best Value Rubric is required for this path.

$25,000 and over

Complete the AV Quote Request Form in ShopBlue

- Complete the AV Quote Request form in ShopBlue.
- The form will be sent to all three contract vendors.
- Vendors will use the end user contact information on the form to provide a quote, request more information, or schedule a site visit.
- After quotes are received, follow the applicable pathway below.



Shopping Homepage > Showcases > Special Requests > AV Contract Quote Request

Equipment Only

Create a ShopBlue requisition for the lowest-priced quote.

Equipment with Services or Services Only

Services include installation, configuration, programming, or other vendor services.

Complete AV Best Value Rubric

[Download the AV Best Value Rubric]

- Complete the rubric after quotes are received
- Compare the quotes and document best value using the Best Value Rubric.

Under $25K Create ShopBlue Requisition

- Create a requisition in ShopBlue
- Attach quote(s) and declined responses, if applicable
- Include the correct contract number* on the requisition

25K and over Create ShopBlue Requisition

- From the AV Quote Request form, enter the selected vendor pricing into the form and select Create Cart
- Attach quote(s) and declined responses, if applicable
- Attach the rubric only when required for services or equipment with services
- Include the correct contract number* on the requisition

Purchasing Reviews and Issues PO

Work Starts Within 15 Business Days of PO being issued

End user should work closely with the vendor to determine the project timeline.

Vendor Response and Site-Visit Timing

Acknowledge within 2 days; quote within 5-10 days. Site visits, if needed, within 5 business days of acknowledgment (10 if complex). Report delays within 2 business days.

* AV Contract Vendor Contacts

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Audio Video Corporation*
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