

City Business License

In accordance with the City's Business Licenses Ordinance (Municipal Code Chapter 13.57), suppliers shall be required, at their own expense, to have a valid and current City of Avondale Business License prior to commencing work under a contract or providing supplies, equipment and services to the City. However, a business license is not required to submit a bid. For further information contact the City of Avondale Sales Tax Office at (623) 333-2001.

If you have any questions or need additional information or assistance please feel free to contact us.

PROCUREMENT CONTACTS

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How to do Business with the City



Supplier Guide

Prepared by
Procurement Office Staff
Finance & Budget Department

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Overview

In its mission to provide quality yet cost effective services to the residents of Avondale, the City requires supplies, equipment, labor and other services. The City of Avondale welcomes the opportunity to do business with all interested suppliers of these various goods and services. It is the City's intent to establish and maintain, courteous, respectful and businesslike relationships with our suppliers based on mutual trust, confidence, assistance and cooperation.

Procurement Office

The procurement process for the City is coordinated through the Procurement Office within the Finance & Budget Department under the guiding principal that as a governmental entity, the maximization of tax and rate payer dollars and accountability to the public is mandatory. All procurement activities are conducted in an open and competitive manner while ensuring compliance with Federal, State and local regulations.

All City departments are responsible for the identification, evaluation and selection of products and services under the guidance of the procurement office. The procurement office is solely responsible for issuance of all purchase orders. Please be advised that all vendors/contractors are required to obtain a purchase order or signed contract from the City prior to providing goods or services to the City of Avondale.

Gifts and Gratuities

The acceptance of gifts and/or gratuities is not acceptable at the City of Avondale. We recognize our responsibility to maintain professional relationships with all suppliers which we believe can be done without gifts or gratuities interfering with and/or influencing employees. As such, the City's Procurement Code prohibits the acceptance by its employees of gifts and/or gratuities from any supplier or potential supplier.

Sales Calls and Contacts

Office hours are from 7:00 a.m. to 6:00 p.m., Monday through Thursday. Please be sure to make a scheduled appointment before coming to the Procurement Office to ensure availability and time for your visit.

Supplier Registration

The Procurement Office utilizes an e-procurement solution known as BuyHub®. Suppliers are encouraged to register at <http://eprocare.avondale.org> to ensure notification of City solicitations for the supply or service categories for which you register. Access to this service is available through the City of Avondale website at <http://www.avondale.org> under the Business Services section. Registration with BuyHub DOES NOT register you as an official vendor in the purchasing & accounts payable system. Specific forms and tax information are still required if you are selected to provide supplies, equipment or services.

Disadvantaged Business Enterprise

The City encourages disadvantaged, small, minority, or women owned businesses (DBE/SBE/MBE/WBE) to participate in City issued solicitations. The City requests that all firms/suppliers indicate if they have been certified by any jurisdiction in this state as such. In addition, local businesses are also encouraged to participate. The City advertises all formal solicitations in the local newspaper, on BuyHub® and the City's website with notification to the chamber of commerce to ensure broad distribution and ample opportunity to all interested businesses.



HOW WE DO BUSINESS

Procurement Methods

Open Market Purchases \$1 – \$4,999
Written Quotations (Department) \$5,000 to \$24,999
Formal Written Quotations \$25,000-\$49,999
Formal Bid/Proposal \$50,000 or Greater

Open Market Purchases - The City allows for an open purchase program for items less than \$5,000. Petty cash funds are available for items less than \$100 and City Procurement Cards may also be utilized for smaller dollar items. While specific Procurement Office approval is not required for these purchases, departments are encouraged to use a competitive process when practical.

Quotations - Purchases less than \$25,000 may qualify for the City's informal procurement process and generally require that three quotations be obtained. Individual departments may obtain quotations for purchases valued at \$24,999 or less. Requests for Quotations will be solicited by the Procurement Office and posted on BuyHub® for most purchases valued at \$25,000 or more.

Quotations may be submitted via telephone, in person, by mail, e-mail or by facsimile transmission. Specific submission requirements will be stated in the quotation documents; be sure to read all instructions.

Formal Bids/Proposals - City purchases of \$50,000 or more must be accomplished through a formal bid process. The City will use either a competitive sealed bid process or a competitive sealed proposal process. In either process, submission must be made in person or by mail. Formal bids may NOT be submitted via e-mail, facsimile transmission or telephone.

Professional Services - For services that require the use of professionals and licensed technicians, a request for qualifica-

tions process may be used as required by law or as necessary to obtain the highest qualified contractor(s). This process is considered a formal solicitation and is subject to all legal notification requirements (Municipal Code Chapter 25).

Vendor Demonstrations

On occasion a supplier or consultant may expend time and money presenting a product to a City department in the hopes of making a sale. If you do this, remember that the purchase must eventually be made through a competitive process and what you spend for expensive designs, demonstrations and layouts does not guarantee you an order. In addition, the assistance you provide a department in developing a purchase request cannot be considered when we make the purchase or award a contract.

Basis for Award

It is the City's desire to develop maximum competition for all purchases and to make an award based on the lowest, responsive, responsible bid or quotation received. The award will be made to the lowest bidder whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage, and; whose bid or quotation is in conformance with the specifications and the City's contractual terms and conditions. Completeness of the quotation or bid forms as well as such factors as delivery time, compatibility, references, experience, etc., play an important part in awarding a bid to the "lowest responsible bidder".

Bid Results

Bid awards are a matter of public record. Bid tabulations or quotations showing prices and awards may be available for public viewing on the



City of Avondale website <http://www.avondale.org/procurement>. Select the desired bid tabulation which will be posted with the corresponding bid or, you can always contact the Procurement Office for assistance.

Negotiated procurements based upon formal written proposals and/or qualifications are confidential and are made public upon execution of a signed contract. However, information deemed proprietary or confidential shall not be available for public inspection.

Annual Contracts

The City will often enter into annual supply contracts with suppliers for providing goods and services for a specified period of time, at specified prices. Annual contracts are generally the result of a formal competitive bid and as such, departments are authorized to place orders on an annual contract for amounts above \$5,000. Examples of annual contracts are those for office supplies, chemicals, street materials, maintenance, etc.

Purchase Orders

A purchase order or contract is vital to doing business with the City; it is your guarantee that you will be paid. A vendor must be registered in the purchasing/accounts payable system prior to issuance of a purchase order. A Purchase order must be issued prior to ordering the item. Purchases for certain commodities may be made as a confirming order by the individual departments as long as the proper quotations have been obtained by the department. Purchases of services of ANY amount require that a signed contract be in place due to insurance and other legal requirements.

Emergency Purchases

There may be times during an emergency when an order must be placed after hours or on weekends (times when the Procurement office is normally closed). Be assured that true

emergency purchases at such times without a purchase order or contract will be approved. However, you are required to obtain the individual's name and department, and if the order is placed in person, be sure to request the employee's identification such as an Arizona Driver's License. City staff will contact you the following workday or soon thereafter and provide you the purchase order number.

Change Orders

Any changes to contracts or purchase orders must be in writing and authorized by the City. Change orders for formal contracts that exceed the lesser of 10% or \$100,000 must be approved by the City Council. Contractors are cautioned NOT to commence work not specifically authorized in the approved contract without express approval by the appropriate City official. Department staff are not authorized to make changes to a purchase order without the approval of the Procurement Office.

Billing and Payment

The purchase order number must appear on all invoices, shipping tags and all correspondence relevant to the order. Payment is made after receipt of invoice and delivery and acceptance of the material as specified on the purchase order. The City makes every effort to pay all invoices within thirty days of receipt of invoice and acceptance of the order.

