



# Vendor Information Guide

## **Purpose**

The purpose of this guide is to assist vendors/contractors understanding of the procurement policies and procedures of the City of Edmond.

## **Procurement by the Purchasing Department**

The Purchasing department provides centralized control over the procurement of supplies, materials, equipment, services and construction needs of all City departments. Purchasing is responsible for soliciting sealed bids and proposals through the competitive bidding and award process requirements of the City Charter. The following information is provided as an overview of the various procurement methods utilized by the City of Edmond.

## **Competitive Sealed Bidding**

Purchase awards of twenty-five thousand (\$25,000) dollars or more for supplies, materials, equipment, services and construction are made through competitive sealed bidding. Construction projects are advertised in the local newspaper.

Bid documents for the purchase of supplies, materials, equipment, services and construction are issued by the Purchasing Department.

All bid/RFP packages are posted on our web site at [edmondok.com/bids](http://edmondok.com/bids)

The bid document specifies the requirements or scope of work, specifications and terms and conditions for the furnishing of supplies, materials, equipment, services or construction to meet the needs of City Departments. Bidders must comply with the bid requirements as specified by the bid document. The requirements of the bid documents become the requirements of the contract for the purchase of supplies, materials, equipment and services.

Award is made to the lowest responsible bidder whose bid meets or exceeds the requirements set forth in the bid document.

The City reserves the right to reject any and all bids.

## **Small Dollar Procurement**

Small dollar purchases are purchases under \$10,000 made by City departments for supplies, materials, equipment, services and construction.

In general, purchases under \$10,000 may be made on the open market from those persons, firms and corporations which have the ability to furnish the supplies, materials, equipment, or services at the lowest and best price. Purchases between \$10,000 and \$24,999 require the solicitation of a minimum of three (3) price quotations.

## **Emergency Procurement**

Emergency purchases of supplies, materials, equipment, services, or construction are made whenever situations or conditions arise which create a threat to public health, welfare or safety. Emergency purchases are made whenever a serious need for supplies, materials, equipment, services or construction cannot be met through normal procurement methods and the lack of the

supplies, materials, equipment, services or construction will threaten the continued function of the City, the preservation of property, or the health or safety of any person.

Emergency procurement is made with such competition as is practicable under the circumstances. City departments are authorized to make emergency purchases.

### **Competitive Sealed Proposals**

When the use of competitive sealed bidding is determined to be either not practicable or not advantageous, awards for the purchase of supplies, materials, equipment and services may be made through solicitation of requests for proposals. Award under the request for proposal procedure is made to the responsive and responsible offer or whose proposal is determined to be the most advantageous, taking into consideration price and the evaluation factors set forth in the request for proposal.

### **Professional Services**

Professional services are services performed by persons licensed as professionals by the State. Although not required, it is encouraged that procurement of professional services be made by solicitation of sealed proposal or by request for qualification as needed.

### **Bid Information**

The City solicits and awards bids to meet one-time purchases of supplies, materials, equipment, services, and construction as needed by City Departments. The City also solicits and awards bids based on estimated requirements for supplies, materials, equipment and services over a one or more year period. Purchase orders are issued for such awards during the contract period as needed based on the established price schedule.

Notice of bid solicitations for supplies, materials, equipment, services, and construction are posted on the Purchasing Department bulletin board. Solicitations for construction projects are also advertised in the local newspaper and in the Journal Record.

Requests for bid documents should be directed to Purchasing Division. Bidders must submit their bids to the Purchasing Department on or before the date and time specified by the bid document. Bids may be mailed, hand delivered or submitted online.

All competitive sealed bids are publicly opened and read aloud at the location, date and time specified by the bid document.

Any questions relating to bids should be directed to the Purchasing Manager.

The policy of the City is to allow vendors/contractors a fair and equal opportunity to meet the City's needs for supplies, materials, equipment, services, and construction. It is also the policy of the City to prepare bid specifications that will meet the needs of the City in procuring supplies, materials, equipment, services, and construction.

The City may require any vendor/contractor to provide answers to pertinent questions to determine the bidder's ability or qualification to meet the City's procurement needs.

### **Vendor Bid List**

All vendors interested in receiving bid solicitation notification should visit our website and register as a supplier. There is no charge for registering or downloading bid documents.

**Vendor Solicitations**

Suppliers of materials, equipment, services, and construction may conduct sales calls, demonstrations, provide brochures, and provide trial goods without any obligation of the City. Any unauthorized action by a supplier shall be at the supplier's risk, time, and expense.

Scheduled appointments are encouraged.

**Standard of Conduct**

No official or employee of the Purchasing Department is permitted to accept any personal gift, favor, or service from any vendor under any circumstance which could be reasonably inferred that the gift, favor, or service is intended to influence the officer or employee in the performance of such person's official duties. Your cooperation in observing this standard of conduct is appreciated.

**Submittal and Payment of Invoices**

Payment for supplies, materials, equipment, services, and small dollar construction is made weekly.

Payment is made only after receipt of an invoice and written verification from an authorized City official that the supplies, materials, equipment, services, or construction have been received in accordance with the terms of a contract or purchase order.

**Questions**

Any questions regarding policy and purchasing procedure should be directed to the Purchasing Manager at (405) 359-4533.