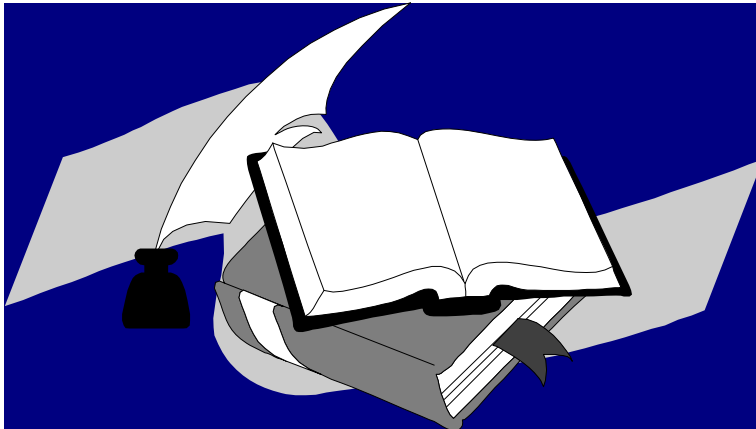


CITY OF SOUTH LAKE TAHOE

“A Vendor Guide: Welcome to the Purchasing Division”



ADMINISTRATIVE CENTER @
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1901 AIRPORT RD STE 207
SOUTH LAKE TAHOE, CA 96150-7048
(530) 542-6066

www.cityofslt.us

purchasing@cityofslt.us

WELCOME TO THE PURCHASING DIVISION

We appreciate your interest in doing business with the City of South Lake Tahoe. We hope this guide will benefit you as a new or present supplier. Our aim is to help you in your sales effort and to promote a climate of good business relationships with the City of South Lake Tahoe. This guide outlines our purchasing policies and procedures. Purchasing will gladly answer any questions on specifications, bid or award procedures, and purchasing procedures in general. Feel free to contact us whenever you have questions or need more information.

PURPOSE

The Purchasing Division's purpose is to maintain continuity of services and supplies to support the various City agencies and departments.

The purpose of this guide is to explain how a vendor may participate in the City's business. The City is always interested in securing responsible vendors who can supply its needs promptly, economically, and in the desired quality and quantities.

ORGANIZATION

Procurement services for all City departments are centralized in the Purchasing Division under the direction of the Director of Finance and the Buyer. The Purchasing Division is a part of the Finance Department within the City of South Lake Tahoe. Most City Departments are subdivided into Divisions. For some of these divisions, staff members are assigned to act as "buyers" to assist the Purchasing division. A list of assigned staff is available upon request.

CITY CODE

Chapter 22 of the City Code governs how purchases are made by the City.

SALES CALLS AND CONTACTS

Office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday. To ensure you adequate attention, we encourage you to schedule an appointment before coming to the Purchasing office. We may or may not be able to meet with you without an appointment but you can leave information and we will review it.

The office is located at the Lake Tahoe Airport at 1901 Airport Road (off US Highway 50). The phone number is **(530) 542-6066** and the fax number is **(530) 542-7950**.

VENDOR REGISTRATION

The Purchasing Division uses “BidsOnLine”™, a fully automated web-based vendor and bid management system, to solicit bids and proposals. This system makes doing business with the City of South Lake Tahoe easier by providing vendors a searchable online database of current bid and proposal solicitations and contract opportunities.

Some of the key features and benefits of BidsOnline™ include the ability to:

- Maintain your own profile as a new or existing vendor.
- Receive automatic email notifications for selected bid opportunities based on product/service categories.
- Search for all types of requests, addenda, plan holders lists, bid results, and awards at any time.
- Request and download bid document(s) when available.
- Receive automatic addendum notification as a bid participant.
- Electronic bidding allows bid responses to be securely submitted online.

The Purchasing Division encourages all vendors to register online by proceeding as follows:

1. Go to the City of South Lake Tahoe website, www.cityofslt.us or to http://vendors.planetbids.com/SLTahoe/vendor_registration.cfm
2. Select “Register Here as a Vendor”
3. Complete Steps 1 through 10 of the vendor registration form and submit.

Please contact the Purchasing Office at (530) 542-6066 if you have questions about registering.

SPECIFICATIONS

Written specifications are used in the bidding process to describe the required level of quality, quantity, delivery, and scope of work. In addition to the specifications, certain terms and conditions governing purchases are also outlined in the bid form.

Sometimes a vendor may expend considerable time and money presenting a product to an individual City department in the hopes of making a sale. If you do this, remember that the purchase may eventually be made by competitive bid and what you spend for expensive designs, demonstrations and layouts does not guarantee you an order.

Specifications prepared by City departments are carefully reviewed by the Buyer to eliminate undue restrictions and other limitations which unnecessarily reduce competition. The purchase will eventually be made from the lowest responsible bidder meeting these objective specifications. The help you offer a department in developing their purchase request cannot be considered when we make the purchase.

BASIS FOR AWARD

It is the City's desire to develop maximum competition for all purchases and to make awards based on the lowest responsible and responsive bid received.

"Lowest responsible bidder" means the lowest bidder whose offer best responds in quality, fitness and capacity to the requirement of the proposed work or usage. Such factors as delivery time, quality, compatibility, references, experience, parts and services, freight costs, etc., play an important part in awarding a purchase order to the "lowest responsible bidder".

DELIVERY AND INSPECTIONS

Shipment in almost all cases is to be made to the City of South Lake Tahoe, FOB Destination. Requirements for delivery are specified on all bids and purchase orders. Failure to meet the specified date may cause cancellation of the order and will reflect adversely on your firm's overall performance rating. Variations from the specifications make a shipment subject to rejection.

BID RESULTS

Bid awards are a matter of public record. Abstracts of bids showing prices and awards are available by contacting the Purchasing office. Bid tallies may also be displayed through the BidsOnline™ website.

Negotiated procurements based upon formal written proposals are confidential and are made public after the execution of a signed contract. Examples include consulting and other professional services.

CHANGE ORDERS

The purchase order is the City's contract with the vendor. Therefore, any change to the contract must be in writing and authorized by the Buyer. Department personnel may not make changes to the purchase order.

Exceptions to this rule include Public Works projects and other large-scale projects that are governed by their own unique contract. Department personnel inform the Purchasing Division once the change order is approved.

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 material as specified on the purchase order. Unless otherwise specified on the purchase order, invoices should be submitted to:

**CITY OF SOUTH LAKE TAHOE
ACCOUNTS PAYABLE
1901 AIRPORT RD STE 210
SOUTH LAKE TAHOE, CA 96150-7048**

Accounts Payable phone: (530) 542-6061

Sending your invoice to any other department (unless so instructed) may delay payment. The City tries to pay all invoices within thirty (30) days of receipt of invoice and acceptance of the order. Questions regarding payment of invoices should be made to the Accounts Payable office. You will need to reference the purchase order and invoice numbers.

INSURANCE

In instances in which vendor personnel enter City property to repair, install, service, construct, consult, etc., the City may require a certificate of insurance verifying coverage per City insurance requirements. Whenever insurance is required on a purchase order, the vendor will be supplied with complete requirements for coverage. Contact the Purchasing Division if you need further information on insurance requirements.

TAX

The City is exempt from federal excise tax, but pays California State Sales and Use Tax when applicable. Contact the Purchasing Division if you need further information on tax requirements.

LOCAL BUSINESSES

The City is vitally interested in promoting and encouraging local businesses. We see local business as an important part of a competitive bid process which deserves our encouragement and help. The Purchasing division has been instructed by the City Manager to purchase goods and services locally whenever fiscally feasible.

GIFTS AND GRATUITIES

The City maintains a strict city-wide policy prohibiting the acceptance by its employees, of gifts and/or gratuities from any supplier or potential supplier (Ordinance 993 – 1).

METHODS OF PROCUREMENT

The following methods of purchasing are available:

Petty Cash:

City personnel are authorized to make petty cash purchases up to \$50.00.

Visa Procurement Card:

Selected City employees are issued government credit cards (“CalCards”) for small purchases (usually under \$500.00) as a convenience to both staff and the business community.

Blanket Purchase Orders (BPOs):

A Blanket Purchase Order allows a vendor to sell goods to the City on an as-needed basis at specific prices or under a specific pricing arrangement, for a specific period of time. A list of authorized City buyers is usually sent with a copy of the new Blanket Purchase Order. Blanket Purchase Orders are issued to vendors for a specific general ledger account number corresponding to the budget of the City division making the purchases. BPOs have a specific dollar limit that cannot be exceeded without the approval of the appropriate City authority. The Purchasing division will revise and reissue the BPO when authorized by the appropriate City authority.

Blanket Purchase Orders expire at the end of the fiscal year (September 30 of each year).

Purchase of goods or services under \$500.00:

A City division may make purchases for goods and services under \$500.00 without a Purchase Order. Instead of a PO number, the authorized City buyer should use the thirteen-digit general ledger account number to mark how the invoice will be paid.

Purchase of goods or services \$500.00 to \$5,999.99:

Purchases within this dollar range require a minimum of one quote. A Purchase Order is submitted to the vendor once the purchase is approved.

Note: The City Manager has requested that three quotes be mandatory for all purchases of \$2000.00 or more and that the resulting purchase order be approved by the Director of Finance.

Purchases of goods or services \$6,000.00 to \$14,999.99:

Purchases that fall within this dollar range require a minimum of three competitive quotations whenever possible and are generally made through the informal bid process. Quotations may be submitted to the Purchasing Division or the requesting City division. Quotes may be submitted via telephone, in person, by regular mail or email or by facsimile transmission. A Purchase Order is submitted to the vendor once the purchase is approved.

Purchases of goods or services \$15,000.00 to \$29,999.99:

Purchases that fall within this dollar range are considered Discretionary bids. A case-by-case determination is made by the Buyer as to whether an informal or formal bid process will be used, as described in this "methods of procurement" section. A Purchase Order is submitted to the vendor once the purchase is approved. The City Manager may approve and sign contracts for services in this dollar range.

Purchase of goods or services over \$30,000.00:

Formal Bids (FB) or Request for Proposals (RFP) are normally solicited. Formal Bids or Requests for Proposals must be sealed and can be submitted in person, by mail or electronically depending upon the instructions listed in the FB or RFP. Purchases of this dollar amount must be approved by the City Council. A formal contract usually needs to be signed by both parties before the purchase can be made.

**ACTING WITHOUT A
PURCHASE ORDER NUMBER**

All purchases charged to the City require a purchase order, unless previously approved by the Director of Finance of the Buyer. If an individual calls you and attempts to place an order for \$500.00 or more without a City purchase order number, you are cautioned to request an authorized purchase order number and obtain the name and department of the individual. The purchase order number is vital to doing business with the City. It is your insurance that you will be paid. Contact the Purchasing Division if you are unsure of the Purchase Order number.

EXCEPTION: There may be times during an emergency when an order must be placed after hours or on weekends (times when the Purchasing Office is normally closed). Be assured that true emergency purchases at such times without purchase order numbers will be approved. Be sure to obtain the individual's name and department and request identification if the order is placed in person. Department personnel are instructed to obtain a purchase order number from the Purchasing Office the following work day. The employee who placed the order will contact you with an authorized purchase order number.

EMERGENCY MANAGEMENT PLAN

The Purchasing Division maintains an Emergency Resource List of vendors who may be contacted in the event of a local disaster. If you believe your firm may provide such a resource, please contact the Purchasing Office to register as an emergency resource vendor.

ENVIRONMENTAL POLICIES

The Purchasing Division, with the support of City Council, endeavors to procure and use environmentally sustainable products. We encourage vendors to help keep us informed of available recycled and environmentally sustainable products.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you or someone in your firm needs special assistance to participate in a walk-through or attend a pre-bid meeting, you should contact the Purchasing Office at (530) 542-6066. Notification 48 hours prior to the meeting would enable the City to make reasonable arrangements to ensure accessibility to the meeting.

No vendor providing a service, program or activity to the public on behalf of the City shall discriminate against any person because of sex, race, color, creed, national origin or disability. Vendors, if providing a service, program or activity to the public on behalf of the City, shall comply with the Americans with Disability Act.

We hope this guide has helped you to better understand the Purchasing division and its purpose. When we conduct business with you, it is our desire to have you feel that each transaction has been satisfactorily concluded in a respectful, fair and professional manner.



City of South Lake Tahoe

"making a positive difference now"

Gary O'Neill, CPPB

Buyer

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