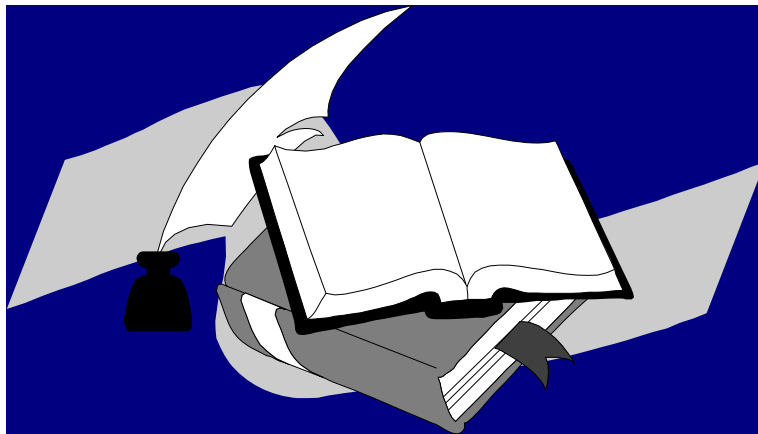


CITY OF SOUTH LAKE TAHOE

WELCOME TO THE PURCHASING DIVISION

A VENDOR GUIDE



**LAKE TAHOE AIRPORT
ADMINISTRATIVE CENTER
1901 AIRPORT ROAD
SOUTH LAKE TAHOE
CALIFORNIA 96150
(530)542-6065**

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 will outline our purchasing policies and procedures. Purchasing will gladly answer any questions on specifications, bid or award procedures, and purchasing procedures in general. Whenever you need more information, please ask us.

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 Purchasing Manager. The Purchasing Division is a part of the Finance Department within the City of South Lake Tahoe. Bidder's lists are organized by major commodity listings for goods and services. Each City Department and/or Division has staff assigned to act as "buyers" to Purchasing. A list of assigned staff is available upon request.

SALES CALLS AND CONTACTS

Office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday. To conserve time and ensure you adequate attention, we encourage you to make a definite appointment before coming to the Purchasing office. If you are in the neighborhood and just want to pay a "pop in" courtesy visit, you can at least leave your information and we will review and call with any questions at a later time if we are not available.

VENDOR REGISTRATION

The Purchasing Division is pleased to announce the implementation of Bids Online, a fully automated web-based vendor and bid management system. This system will make 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 Bids Online 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 request, addenda, plan holders list, 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 allowing bid responses to be securely submitted online.

The City will now be conducting much of its bid and proposal solicitations online through the BidsOnline System. To receive full advantage of this new program, we encourage all vendors to register online by proceeding as follows:

1. Go to the City of South Lake Tahoe website:
2. Select "Register Here as a Vendor"
3. Complete Steps 1 through 10 of the vendor registration form and submit.

Should you have any questions, please contact the Purchasing Office at (530)542-6066.

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 Purchasing Manager 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.

Negotiated procurements based upon formal written proposals are confidential and are made public upon execution of a signed contract.

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 Purchasing Manager. Department personnel may not make changes to the purchase order.

BILLING AND PAYMENT

The City requires invoices in duplicate for each purchase order issued to the vendor. 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 ROAD, STE. 210
SOUTH LAKE TAHOE, CA 96150-7048

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 Tax and use taxes 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.

GIFTS AND GRATUITIES

The Purchasing Division maintains a strict policy prohibiting the acceptance by its employees, of gifts and/or gratuities from any supplier or potential supplier.

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.

Blanket Purchase Orders (BPO'S)

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.

Visa Procurement Card

Selected City employees are issued government credit cards for small purchases as a convenience to both staff and the business community.

Purchases over \$5,000 - Less than \$15,000

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 Department via telephone, in person, by mail, or by facsimile transmission.

Purchases over \$15,000 - Less than \$25,000

Purchases that fall within this dollar range are considered Discretionary bids. A case-by-case determination is made by the Purchasing Manager as to whether an informal or formal bid process will be used, as described in this "methods of procurement" section.

Purchases over \$25,000

For purchases that fall within this dollar range, formal bids are normally solicited, depending on the complexity of the materials or services being procured. Formal bids or Requests for Proposals must be sealed and can be submitted in person or by mail. Special arrangements can be made through the Purchasing office for facsimile transmissions.

**ACTING WITHOUT A
PURCHASE ORDER NUMBER**

All purchases charged to the City require a purchase order, unless previously approved by the Purchasing Manager. If an individual calls you and attempts to place an order 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.

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 sound products. We encourage vendors to help keep us informed of available recycled and environmentally sound 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)542-6065. 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 better understand our 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.