



HOW TO DO BUSINESS WITH THE CITY OF GREELEY

The City of Greeley employs over 900 people to provide services to and accommodate the needs and goals of a community of 93,000 people in Northern Colorado. Your initial contact with the City of Greeley is likely to be through the process of providing commodities, services, or equipment to a City department. This guide will acquaint you with the City of Greeley's process and procedures for procuring commodities, services and equipment with the hope that your participation in the process will be pleasant as well as beneficial.

SOLICITATION METHODS

Purchases up to and including \$1000.00 are processed directly by authorized City personnel from each department or division. Comparative quotes from three vendors are submitted with purchase orders and Visa card statements.

Purchases over \$1000.00 will be posted to the Rocky Mountain E-Purchasing System. This will include all Bids, RFPs, SOQs, Addenda, Plan-Holder lists (where applicable) and bid results. Interested vendors must respond with a quote within the specified time to be considered for an award. Formal bids over \$25,000.00 are advertised in the Greeley Tribune and posted on the Rocky Mountain E-Purchasing System; the website address is...

www.rockymountainbidssystem.com. Responses to formal bids are opened and read publicly at the time and place designated in the bid documents. Results are evaluated by the Purchasing Manager in collaboration with the

authorized department or division representative. The Purchasing Manager will award a contract and issue a purchase order to the most responsible and responsive vendor or vendors.

The competitive bid process or request for proposal process may be waived in some cases, including emergency purchases required to protect the health, safety, and welfare of the citizens of the City of Greeley; or, if it is determined a desired product or service is only available from a single source.

BID AWARD

Bid awards are based on a combination of factors which are most advantageous to the City of Greeley, such as; lowest comparative price bid on specific commodities and services; best possible deliveries; adherence to specifications; history of vendor performance and quality consistent with bid requirements.

PURCHASE ORDERS

A purchase order is issued upon acceptance of a vendor's offer. The purchase order, all bid solicitation documents, and the vendor's bid or proposal combine to serve as integral parts of the binding contract between the vendor and the City of Greeley and become public record. Once a purchase order is issued, the vendor will deliver the goods and/or services to the shipping location listed on the purchase order as well as invoices. Upon approval by the issuing department, the invoice and purchasing order will be forwarded to the accounting division for payment. Following this directive will ensure the vendor is paid in a timely manner.

COOPERATIVE PURCHASING

The City of Greeley is an active member in several cooperative buying groups and cooperates with other agencies when it is practical, to achieve better pricing and conditions through quantity purchasing. The City of Greeley participates in the National Institute of Government Purchasing (NIGP), the National Purchasing Institute (NPI), Rocky Mountain Governmental Purchasing Association (RMGPA), the Municipal Association of Purchasing Officials (MAPO).



VENDOR PERFORMANCE

Vendor performance is expected to be consistent with all terms and conditions specified in contract documents and purchase orders executed between the vendor and the City of Greeley. Authorized City of Greeley personnel will monitor vendor performance throughout the terms of the contract and document any deficiencies or inadequacies. Chronic poor performance such as late deliveries, inferior service levels, and poor quality goods may be cause for placing the vendor on suspension status. The Purchasing Division will attempt to work with vendors if issues arise to come to a resolution that is mutually agreeable for both parties.

The City of Greeley reserves the right to terminate any contractual agreement due to persistent poor performance or non-performance.

ETHICAL BEHAVIOR

Ethical behavior is expected of every vendor doing business with the City of Greeley. Vendors are expected to know all Federal, State and Local regulations which govern ethical behavior in public procurement. Collusive and restraint of trade practices are expressly prohibited and a violation of State and Federal law, and can result in fines, imprisonment and/or civil damages. Vendors are also prohibited from presenting gifts and/or services to City employees such as advertising novelties that exceed \$5.00 in value, or food items that require further preparation or exceed \$20.00 in value. Vendors who fail to abide by this expected behavior will be prohibited from participating in the City of Greeley purchasing effort!

PURCHASING AUTHORITY

The City of Greeley believes the best value for the tax dollar is achieved through a centralized professional purchasing staff where product and vendor identification is coordinated and purchasing requests are researched. Accordingly, the authority and executive responsibility for purchasing commodities, equipment and services as well as overseeing the process and policies lies with the Office of the Purchasing Manager. Only authorized representatives of the City of Greeley may issue purchase orders for the purchase of any goods or services. Vendors who supply items to any City department without a properly signed and issued purchase order, or the consent of the Office of the Purchasing Manager, do so at their own risk without obligating the City.

VENDOR APPLICATION PROCESS

The application process benefits the City of Greeley and its vendors by 1) establishing a single point of contact for the purchasing process and procedures, and 2) designating an authority responsible to initiate contact between vendors and City users. Vendor applications may be obtained by writing, calling or e-mailing the City of Greeley, Office of the Purchasing Manager. Forms may also be downloaded from the City of Greeley website at www.greeleygov.org. A completed application on file is required in order to issue payment to the vendor.

The application form includes a commodity checklist for you to indicate the goods and/or services you can provide as a vendor. The list is not all-inclusive and you are invited to write-in commodities not listed. Once the application is received by the City, your company is assigned a vendor number and placed on the City's vendor list for those commodities listed on your application. To update information contained in our files simply notify the Office of the Purchasing Manager on your company letterhead requesting the changes.

LOCAL VENDOR PARTICIPATION

Local vendor participation in the City of Greeley's purchasing effort is strongly encouraged. Bids of equal price, specifications and quality will be awarded to Greeley vendors.



PURCHASING STAFF - 1000 10th Street, Suite #215, City Hall, Greeley, Colorado

Adela R. Gain – Purchasing Manager

970-350-9326 or email -

adela.gain@greeleygov.com

Linda Ingram - Senior Buyer – 970-350-

9325 or email - linda.ingram@greeleygov.com

Gail Gaskins – Buyer – 970-350-9870 or

email - gail.gaskins@greeleygov.com

Teri Gutierrez - Purchasing Assistant -970-350-9333 or email –

terilyn.gutierrez@greeleygov.com or
purchase@greeleygov.com

