



City of Bakersfield

Purchasing Division

VENDOR GUIDE

Address all written correspondence and inquiries to:

**City of Bakersfield
Purchasing Division
1600 Truxtun Avenue • 2nd Floor
Bakersfield, CA 93301**



**CITY OF BAKERSFIELD
PURCHASING DIVISION
SUPPLIER GUIDE**

WELCOME TO THE CITY OF BAKERSFIELD PURCHASING DIVISION

Thank you for your interest in doing business with the City of Bakersfield. All of our suppliers make a valuable contribution to the health, safety and welfare of the community and the taxpayers we serve and we appreciate the effort you make to provide the City with quality products and services. It is our aim to educate our suppliers by outlining in this guide the City's purchasing policies and procedures and to explain how a supplier may participate in the City's business. Whether an existing or new supplier to the City, we hope that this guide assists you in your sales effort and helps us to promote good business practices within the City. We hope this guide helps you to better understand the City of Bakersfield 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. After reviewing this guide, if you have questions or need more information, please feel free to contact us.

PURPOSE OF THE PURCHASING DIVISION

The purpose of the Purchasing Division is to maintain the continuity of services and supplies necessary to support the efforts of the various City departments and divisions. Our mission is to obtain the best value for the City while maintaining free and open competition and ensuring compliance with applicable Federal, State and local procurement regulations.

ORGANIZATION

Procurement services for all of the City's departments are centralized in the Purchasing Division under the direction of the Purchasing Officer. Note: Public works construction projects are generally managed by the City's Public Works Department's Engineering Division.

CITY CODE RELATED TO PROCUREMENT

The Bakersfield Municipal Code, Sections 3.20.010 through 3.20.126, governs the policies and practices of the City's Purchasing Division. Municipal Code Section 3.20.010 states:

"The Purchasing Division of the Finance Department shall be vested with authority for the purchase of supplies, equipment and incidental services."

It is the City of Bakersfield's policy to perform procurement activities in conformance with all applicable laws and with the highest ethical standards. We believe that the preservation of the City's reputation for the fair, honest and consistent treatment of suppliers can best be preserved if the procurement is done solely on the merits of the transaction. As such all City personnel and suppliers are expected to conduct themselves in such a manner as to foster and promote confidence in the integrity of the City's procurement activities

GIFTS AND GRATUITIES

The Purchasing Division regards the practice of accepting gifts and/or gratuities as unnecessary, undesirable and contrary to the mission of the City. We recognize our responsibility to maintain good relations with all members of the supplier community and believe this can best be accomplished in a professional manner without gifts or gratuities interfering with and/or influencing employees. As such, the City's Purchasing Division maintains a strict policy prohibiting the acceptance by its employees of gifts and/or gratuities from any supplier or potential supplier.

SALES CALLS AND CONTACTS

Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. To conserve time and ensure you adequate attention, we urge you to make a definite appointment before coming to the Purchasing Division. Routine "courtesy" visits are not encouraged as they can disrupt the daily workflow.

SUPPLIER REGISTRATION

The Purchasing Division maintains lists of interested and responsible suppliers and contractors for the various products and services the City requires. Supplier registration is accomplished through the City of Bakersfield website at www.bakersfieldcity.us. select Online Bidder Registration? under **How Do I Find?**

INSURANCE

In instances where suppliers, contractors and consultants, or their representatives, will be entering City property to conduct business, the City requires that a certificate of insurance, with coverage at the minimum limits required by the City, for Commercial General Liability Insurance and Business Automobile Liability Insurance, be approved by, and on file with, the City's Risk Management Division. A separate endorsement, naming the City as Additional Insured, including primary wording, is required for Commercial General Liability Insurance to be accepted. In addition, Workers' Compensation Insurance with a Waiver of Subrogation must also be provided.

SPECIFICATIONS

Written specifications are used in the procurement process to describe the required level of quality, quantity, delivery and scope of work. In addition to the specifications, terms and conditions governing the purchase are also outlined in the Invitation to Bid, Request for Quotations or Request for Proposals.

Specifications prepared by the City's departments are carefully reviewed by Purchasing to eliminate undue restrictions and other limitations that unnecessarily reduce competition. The purchase will eventually be made from the lowest responsive, responsible supplier meeting the objective specifications.

On occasion a supplier or consultant may expend 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 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 "Lowest, responsive responsible bidder" will be 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 substantial 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. Abstracts of bids or quotations showing prices and awards may be available for public viewing. Contact the Purchasing Division for assistance or go to the City of Bakersfield website at www.bakersfieldcity.us select **Online Bidder Registration?** under **How Do I Find?**, which will be posted with the corresponding bid. Negotiated procurements based upon formal written proposals are confidential and are made public upon execution of a signed contract. However, Trade Secrets or other information deemed proprietary or confidential shall not be available for public inspection.

CHANGE ORDERS

Any changes to contracts or purchase orders must be in writing and authorized by the City. Personnel outside of the Purchasing Division may not make changes to a purchase order without the approval of the Purchasing Division.

DELIVERY AND INSPECTIONS

Shipment, in almost all cases, is to be made to the City FOB Destination. Failure to meet specified delivery dates may cause cancellation of the order and reflect adversely on your firm's overall performance rating. Variations from the specifications make a shipment subject to rejection.

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 tries to pay all invoices within thirty days of receipt of invoice and acceptance of the order.

EMMA ACCOUNT

The City administers an open purchase program called an *Exclusive Materials Memorandum Account*, also known as EMMA, to facilitate small dollar purchases which may be made directly by the City's departments. EMMA's allow a supplier to sell goods to City departments and divisions on an as-needed basis, up to the delegated limit of \$2,500 without obtaining specific Purchasing approval.

PURCHASES GREATER THAN \$2,500

Purchases greater than \$2,501 and up to \$40,000 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 \$10,000 or less. Requests for Quotations will be solicited by the Purchasing Division for most purchases valued at more than \$10,000. Quotations to Purchasing or the departments may be submitted to the Purchasing Division via telephone, in person, by mail, e-mail or by facsimile transmission. Specific submission requirements will be stated in the quotation

documents. Purchases greater than \$40,000 must be accomplished via a formal bid process.

FORMAL BIDS

City Projects over \$40,000 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, bids must be submitted in person or by mail. Formal bids may NOT be submitted via facsimile transmission or telephone.

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 \$2,500 without specific Purchasing authorization. Examples of annual contracts are those for office supplies, chemicals, street materials pool chemicals, etc.

ACTING WITHOUT A PURCHASE ORDER

A Purchase Order or contract is vital to doing business with the City; it is your guarantee that you will be paid. Purchases of supplies and materials in an amount greater than \$10,000 require that quotations be obtained and a Purchase Order issued prior to ordering the item. Purchases in an amount of \$10,000 or less 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 requirements.

EMERGENCY PURCHASES

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 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 a California Driver's License. The employee who placed the order, or a member of the Purchasing Division, will contact you the following workday or soon thereafter and provide you the Purchase Order number.

CITY BUSINESS LICENSE

In accordance with the City's Business License Tax Ordinance (Municipal Code Chapter 5.02), suppliers shall be required, at their own expense, to have a valid and current City of Bakersfield Business Tax Certificate prior to commencing work under a contract or providing supplies, equipment and services to the City. However, a Business Tax Certificate is not required to submit a bid. For further information contact the City of Bakersfield Business License Division at 661-3762.

CITY OF BAKERSFIELD PURCHASING GUIDELINES IN A "NUTSHELL"

EMMA Account	\$2,500
Quotations (Department)	\$2,501 to \$10,000
Quotations (Purchasing)	\$10,001 to \$40,000
Formal Bid Limit	Greater than \$40,000
Department Contracts	\$40,000 or Less
Council Approval	Greater than \$40,000

PURCHASING DIVISION CONTACTS

Kim Berrigan, Purchasing Officer
(661) 326-3744
kberriga@bakersfieldcity.us

Cyndee Hluza, Buyer I
(661) 326-3914
chluza@bakersfieldcity.us

Cheryl Alvarado, Accounting Clerk
(661) 326-3746
calvarado@bakersfieldcity.us

Purchasing Division Fax
661-852-2100

City's Website
www.bakersfieldcity.us

To access bids and quotes go to:
www.bakersfieldcity.us and click on Departments/Purchasing/Search Bids

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