



Purchasing Division

Purchasing Code of Ethics

The staff of the Purchasing Division feels that, as public employees and purchasing professionals, we owe the City our best unbiased judgment every time we expend taxpayer money and/or act on the City's behalf. We guide our activity through the application and adherence to the following commonly shared values and ethical standards for dealing with vendors and clients:

- Avoid unfair practices by granting all competitive vendors equal consideration insofar as State, Federal and City regulations require.
- Conduct business in good faith; demanding honesty and ethical practices from all participants in the purchasing process.
- Decline personal gifts or gratuities from present or potential vendors and contractors since this can influence or appear to influence procurement decisions.
- Promote positive vendor and contractor relationships by according vendor representatives courteous, fair and ethical treatment.
- Make every reasonable effort to negotiate equitable and mutually agreeable settlements of controversies with a vendor(s).
- Encourage support for small, disadvantaged, minority and women-owned businesses.
- Avoid involvement in any transactions or activities that could be considered to be a conflict between personal interest and the interests of the City.
- Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.
- Honor our obligations and require that obligations to our public agency be honored.
- Enhance proficiency by acquiring and maintaining current technical knowledge and pursuing related educational opportunities and professional growth.