

WELCOME TO THE PURCHASING DEPARTMENT

We appreciate your interest in doing business with the City of Lancaster. 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 Lancaster. This pamphlet will provide a brief outline of our purchasing policies and procedures. Whenever you need more information, please call us at (661) 723-6022.

PURPOSE

The Purchasing Department's purpose is to maintain continuity of services and supplies to support the various City agencies and departments, while securing the maximum value for public funds.

The City is always seeking responsible vendors who can supply its need promptly, economically, and in the desired quality and quantities.

ORGANIZATION

Procurement services for all City departments are centralized in the Finance Department under the direction of the Purchasing Agent.

SALES CALLS AND CONTACTS

Office hours are from 8:00 a.m. to 6:00 p.m. Monday through Thursday, and 8:00 a.m. to 5:00 p.m. Friday. To conserve time and ensure you receive adequate attention, we urge you to call us at (661) 723-6022 and make a definite appointment before coming to the Purchasing Department. Routine "courtesy" visits are not encouraged as they can disrupt the daily work flow.

NEW VENDORS

All vendors that are interested in doing business with the City of Lancaster should send a letter of introduction to the Purchasing Department, stating what products or services they can provide (a line card / catalog may be attached). The letter of introduction should be addressed to the Purchasing Agent, Purchasing Department, 44933 Fern Avenue, Lancaster, CA 93534.

A vendor may access bid information a variety of ways. The City posts bid notices and results at www.cityoflancafterca.org. Bid notices are available through the following:

www.cityoflancafterca.org
www.publicpurchase.com

Postings:

Lancaster City Hall
U.S. Postal Service—Lancaster, 1008 W Ave J2
L.A. County Library

SPECIFICATIONS

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

Vendor presentations to City departments and/or staff are performed at the vendor's expense and in no manner guarantee or imply preferential treatment in the proposal-evaluation or ordering process.

Specifications prepared by the City of Lancaster departments are carefully reviewed by the Purchasing Department to eliminate undue restrictions and other limitations which unnecessarily reduce competition. Assistance provided by vendors in the specification writing process will not gain the vendor extra consideration in the proposal-evaluation or ordering process. If a vendor is called upon to provide expensive pre-purchase services, they may consider contracting separately with the department for the services rendered.

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 who offers best response in quality, fitness and capacity to the requirements of the proposed work or usage. Such factors as delivery times, quality, compatibility, references, experience, parts and service, freight costs, etc. play an important part in awarding a purchase order to the "lowest responsible bidder."

A **"responsive bid"** is one which is in substantial

conformance with the requirements of the specifications, the invitation to bid, and the City's contractual terms and conditions. This would also include such things as completeness of the quotation forms, inclusion of references and attachments, and completion of required responses.

DELIVERY & INSPECTIONS

Shipment in almost all cases is to be made to the City of Lancaster, FOB destination. Requirements for delivery are specified on all quotes, bids and purchase orders. Failure to meet the specified delivery dates may cause cancellation of the order and reflect adversely on your firm's overall performance rating. Variations from the stated specifications may cause rejection of the delivery.

BID RESULTS

Bid awards are a matter of public record. Abstracts of bids showing prices and awards are available for visual recap. Contact the Purchasing Department for assistance or check the City's website.

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

BILLING AND PAYMENT

The City requires invoices 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 stated, all orders shall be billed and shipped to addresses specified on the purchase order.

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 Department. You will need to reference the purchase order and invoice numbers.

TAX

The City is exempt from federal excise tax, but pays sales and use taxes when applicable.

GIFTS AND GRATUITIES

The City of Lancaster 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 procurement are available:

Procurement Cards

Selected City staff are authorized to use City-issued credit cards for purchasing of items less than \$2000, per the City's policies and procedures governing credit card use.

Open Purchase Orders

An open 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 specified period of time.

Purchases \$ 2000—less than \$ 30,000

Purchases over \$2000 but less than \$30,000 require competitive quotations whenever possible. Quotations may be submitted to the requesting department via telephone, in person, by mail, by electronic mail, or by facsimile transmission.

Purchases \$ 30,000—less than \$ 125,000

For purchases of materials, supplies, equipment and services, other than construction services, three written quotations must be obtained if the purchase is over \$30,000 but less than \$125,000.

Purchases \$ 125,000 and Over

For materials, supplies, services, and equipment, or groups of like items totaling \$125,000 or over, a formal bid is required. Formal bids must be sealed and may be submitted in person or by mail. Formal bids cannot be submitted via telephone, electronic mail or facsimile transmission.

ACTING WITHOUT A PURCHASE ORDER NUMBER

All purchases charged to the City (when a vendor is not paid by cash or credit card) require a purchase order. The purchase order 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 the following workday. The employee who placed the order will contact you with an authorized purchase order number.

GENERAL ETHICS

- To regard public service as a sacred trust, giving primary consideration to the interests of the public agency that employs us.
- To purchase without prejudice, seeking to obtain the maximum value for each dollar expended.
- To avoid unfair practices, giving all qualified vendors equal opportunity.
- To honor our obligations and require that obligations to our public agency be honored.
- To accord vendor representatives courteous treatment, remembering that these representatives are important sources of information and assistance in solving our purchasing needs.
- To refuse to accept any form of commercial bribery, and prevent any appearance of so doing.
- To be receptive to counsel from our colleagues, and to cooperate with them to promote a spirit of teamwork and unity.
- To conduct ourselves with fairness and dignity, and to demand honesty and truth in the purchasing process.
- To strive for greater knowledge of purchasing methods and of the materials we purchase.
- To cooperate with all organizations and individuals involved in activities designed to enhance the development of the purchasing profession, remembering that our actions reflect on the entire purchasing profession..

**Doing Business
with the**



A VENDOR'S GUIDE to Purchasing Policies and Procedures

**Operations Manager/
Energy Manager
Cathy DeFalco, C.P.M.**

**Purchasing Agent
Dan Berkovitz**

**Buyer
Ronda Armstrong**

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