

Doing Business With the City of Glendale



Who does what?

- The City of Glendale's Procurement Division is responsible for finding the supplies and services necessary to keep the City and all its Departments functioning and providing the much-needed services to its citizens. Procurement handles all purchasing opportunities that need to be competitively and publicly solicited.
- The Departments of the City are responsible for obtaining those goods and services that can be solicited in an informal process.

Design and Construction

- The City of Glendale's Engineering Division is responsible for the design and construction of all public works projects constructed within the city.

Public notice of these projects can be found at:

http://www.glendaleaz.com/clerk/publicnotices_engineering.cfm



Where do the rules come from?

- Federal Law
- Arizona State Law
- City Ordinance
- City Administrative Policies
- Finance Administrative Policies



Why all the rules?

- Government purchasing is different than in the private sector.
 - Higher ethical standard
 - Purchases are in the best interest of the Citizens of Glendale.
 - Best value (quality, price, time)
 - Equal opportunity for potential vendors.
 - Expectation of fairness to all.
 - Methods and decisions are above reproach
 - Professional judgement **not** personal opinions.

Source Selection

Procurement Methods Are Based on Cost:

- Up to \$5,000
 - Does not require competitive quotations
- \$5,000 to \$9,999.99
 - Minimum of 3 written or 3 verbal quotes; verbal quotes must still be documented by the person receiving the quotes
- \$10,000 to \$49,999.99
 - Minimum of 3 written quotes (RFQ)
- \$50,000 and over
 - Formal/Competitive Process

Formal Procurement

- \$50,000 or more
- Request For Proposal / Invitation For Bids (publicly advertised)
- Typically multi-year (1 + 4)
- Must be awarded by City Council

Formal Procurement

➤ Invitation for Bid (IFB)

- Awarded to the lowest responsive and responsible bidder.
- **RESPONSIVE**-A business entity or individual who has submitted a bid that fully conforms in all material respects to the Invitation for Bids (IFB) and all of its requirements, including all form and substance.
- **RESPONSIBLE**-A business entity or individual who has the financial and technical capacity to perform the requirements of the solicitation and subsequent contract.

Formal Procurement

- Request for Proposal (RFP)
 - Evaluated based on criteria such as experience, ability, and approach in addition to cost.
 - The highest ranked proposal is selected for contract negotiation.

When is a contract required?

- All services require a contract. (including insurance provisions)
- All goods require an offer and acceptance.



Resources

- To download the City's solicitations:
- <http://www.glendaleaz.com/purchasing/bidopportunities.cfm>
- To register to be notified of formal solicitations:
- <http://www.glendaleaz.com/purchasing/VendorRegistration.cfm>

Contact Us:

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