



**CITY OF REDLANDS
CITY MANAGER'S
OFFICE
PURCHASING DIVISION**
1270 W. Park Ave, Bldg A
Redlands, CA 92373

Phone: 909.798.7525
Fax: 909.798.7522
Monday through Thursday
7:00 a.m. until 5:00 p.m

PURCHASING STAFF

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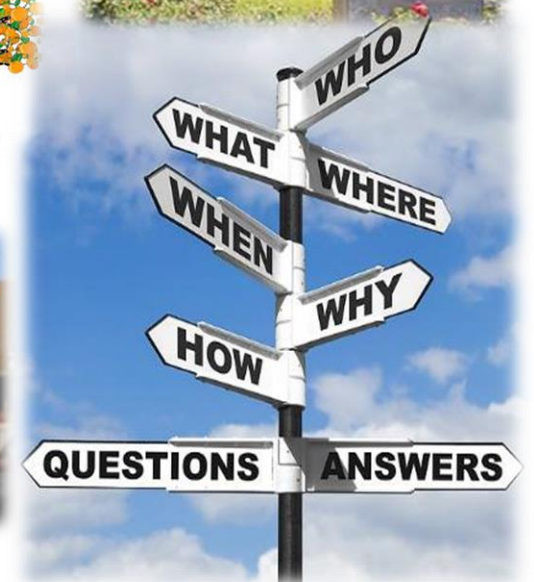
The Purchasing Division's page
on the City website
can be accessed at the
following address:
[www.cityofredlands.org/
purchasing](http://www.cityofredlands.org/purchasing)



How To Do Business With The City Of Redlands



www.cityofredlands.org



WELCOME

The City of Redlands welcomes your interest in doing business with the City. We appreciate you taking the time to read this document that has been prepared to provide you with general information about the City's procurement functions and policies. We hope these general guidelines will simplify your efforts to do business with the City of Redlands. Any questions that are not answered here, may be directed to one of the purchasing staff listed on the back or by accessing the Purchasing Division website at www.cityofredlands.org/purchasing

OUR MISSION

The Purchasing Division of the City Manager's office oversees all aspects of the City's procurement process, including procurement efforts, securing material and services, which meet necessary standards and are in compliance with applicable City policy, assuring fair and equal opportunity to all qualified suppliers. Purchasing does not oversee construction and/or public projects.

OUR RESPONSIBILITIES

As part of the City Manager's office, Purchasing is responsible for working with City Departments to obtain supplies and services necessary for the efficient operation of City government. To obtain maximum value and provide reliable services, most City purchases are made through informal or formal solicitations.

VENDOR LIST

Purchasing maintains an open list of suppliers desiring to do business with the City of Redlands thru "PlanetBids" eProcurement system. This list is maintained by the Purchasing department and is available to all City Departments. Suppliers are responsible for update their vendor profile. In order to be included in future solicitations, please register at our website at www.cityofredlands.org/purchasing

PROCUREMENT PROCEDURE

Full guidelines of the City's procurement policies can be located under the City's municipal code 2.16

The City's solicitation procedures for the procurement of goods and non-professional services can be summarized as follows:

Purchase awards are based on the lowest overall cost to the City, the availability of the required product or service; available discounts; past performance record of a vendor and any applicable local preferences.

Purchases up to \$5,000 are awarded based on a fair market price. Multiple quotes may be necessary to determine a fair market price. City Departments make these purchases using a "Short Form" purchase order.

Purchases of \$5,001 to \$50,000 (Informal Price Quotes) are awarded based on competitive quotes solicited from at least three companies, whenever possible, from the City's Bidder's List and/or other known sources. Companies must submit a written quotation to the City. Such purchases requires approval from the Purchasing Agent or City Manager, as per City Code.

Purchases of \$50,001.00 or more (Formal Bid) is awarded based on the City's Formal Bid Procedures unless otherwise noted as "best value" procurement, as defined in the City's Municipal Code. Such purchases require approval from the City Council of the City of Redlands. A formal bid package is prepared with written specifications describing the minimum standards for the product or non-professional service being solicited.

BID SUBMITTAL

Read all Bids, RFQs and RFPs carefully. Be sure you can comply with all requirements before you respond. If you have any questions, be sure to contact the person responsible for the solicitation. Your offer must arrive on time. All formal bid packages and RFPs identify the date and time the offer is due to the City. Do not depend on last minute delivery by the U.S. Postal Service or a courier service. The City will not accept a late bid.

ADVERTISEMENT

"Redlands Daily Facts" is our newspaper of record for all routine advertised formal bids. Bid announcements are published at least once, no less than 10 days prior to the bid submission date. Bid announcements are also posted on the City's web site www.cityofredlands.org/rfp

INSURANCE REQUIREMENTS

Insurance requirements are issued and monitored by the City's Risk Management/HR Department. Insurance requirements can be located at the purchasing website. Questions and inquiries should be referred to the Risk Manager, at insurance@cityofredlands.org

BID OPENING AND RESULTS

Formal bids shall submitted in a sealed envelope in conformance with a city prescribed format and procedure. Formal bids are publicly opened, read and recorded at the office of the city clerk at a specified date and time. City Clerk address: 35 Cajon St. Suite 4, Redlands, CA 92373

BUSINESS LICENSE

You are required to have a City of Redlands Business License if your company:

- is located in the City of Redlands
- will physically be working in the City of Redlands
- will be using your vehicle to deliver to the City.

For additional information and licensing requirements, please contact the City of Redlands revenue division at 909.798.7544

TAXES

The City is not exempt from paying Taxes. Prices quoted by vendors must include any applicable taxes in their price bid and invoices.

UNAUTHORIZED PURCHASES

Except for emergencies or other authorized exemptions, no purchase can be made without an authorized purchase order ("Short Form" or "standard" Purchase Order). Purchases made in the name of the City of Redlands without an authorized purchase order will not be considered an obligation of the City of Redlands. Invoices without an authorized purchase order number may be returned to the vendor unpaid.

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

GIFTS AND GRATUITIES

All City employees are prohibited from accepting directly or indirectly from any person to whom any purchase order or contract is, or might be, awarded, any rebate, kickback, gift, money or other unlawful consideration. The offer of such gratuity to an official or employee by any supplier or contractor shall be cause for declaring such individual to be an irresponsible bidder and for preventing such supplier or contractor from bidding and awards.

CODE OF ETHICS

A standard code of ethics are established to provide a guide for personal and professional conduct of City employees engaged in purchasing activities. The purchasing office and all other employees involved in the procurement of goods, services and construction shall conduct such procurement with absolute integrity. The very highest ethical standards will be maintained in all material activities. The purchasing office and all other employees will be constantly aware of their responsibilities in spending public funds and subscribe to the principles and standards as advocated by the National Association of Purchasing Management and the California Association Of Public Purchasing Officers.