

# A GUIDE FOR SUPPLIERS WANTING TO DO BUSINESS WITH THE CITY OF POMONA

**LET'S DO BUSINESS:** An introductory guide for suppliers and their representatives to the Purchasing Division of the City of Pomona.

This booklet has been created to assist you in doing business with the City of Pomona on a mutually beneficial basis. Our joint interest in business will be greatly simplified by your reviewing, understanding and following the procedures set forth in this booklet. Should you require more information or assistance to adequately introduce your product, our Purchasing staff will be pleased to help (Phone: 909-620-2381).

Foremost among our policies is our concern that **everyone** who wants to sell to the City be given the opportunity to do so.

## WHAT WE BUY

Supplies, equipment and services as required for various City operations, including the purchase of vehicles, asphalt, street lights, water pipe and meters, public safety equipment, housekeeping equipment and supplies, parks and recreation items, landscaping trees and shrubs and in general, all equipment and supplies used in the city. We do not procure for the City of Pomona School District, or other independent governmental agencies.

## HOW WE BUY

Our objectives are to purchase materials and supplies in the best interest of the city and the tax-paying public while maintaining good supplier and community relations. The City of Pomona makes its purchases under authority granted by the City Charter. Competitive prices are solicited. Awards are made to the lowest and most responsible bidder. In addition to price, the "lowest responsible bidder" is determined by the following:

1. The quality, availability and suitability of the supplies, equipment or service to the use required.
2. The ability, capacity and skill of the bidder to perform the service required.
3. Whether the bidder has the financial resources and facilities to perform or provide the service within the time specified without delay or interference.
4. The character, integrity, reputation, judgement, experience and efficiency of the bidder.
5. The bidder's record of performance for previous contracts or services.
6. The ability of the bidder to provide future maintenance and service for the use of the equipment or materials to be purchased.

## METHODS OF PROCUREMENT

The City of Pomona uses both informal and formal methods of procurement depending on the dollar amount. Informal procurements may be made for items not exceeding \$30,000 by

requesting price quotations in writing or by telephone or fax. Such quotations are solicited where a competitive market exists, and time permits. Telephone quotes may also be used where time limitations, sole source or emergency conditions prevail. Formal bid procedures are used when the procurement is estimated to exceed \$30,000. Construction contracts for improvement or repair of public building, streets, drains, sewers, utilities, parks or playgrounds are the responsibility of the Public Works Department and are handled by that department.

## QUOTATIONS

Your quotation should reflect a firm price, realistic delivery date, F.O.B. point, and any cash terms that your company may offer. Closing time for both informal and formal written quotations is 4:00 p.m. on the closing date noted on the quotation form. Forms may be mailed or hand delivered to the Purchasing Division office located at 505 S. Garey Ave., Pomona.

Suppliers wishing to remain on our list of bidders should return the "Request For Quotation" even if they are unable to quote. Failure to respond to a Request For Quotation mailed to you may result in your removal from the bidders list. Response will consist of either the bid itself or a statement of no bid.

It is City policy not to release price information on these quotations until the Purchasing Division has awarded them. At that time the information becomes public and recapitulation of all prices received are filed by bid number. Interested suppliers are welcome to review the results at that time. Due to the large volume of quotations received results will not generally be given out by phone.

Please note that **before material or services can be procured, a City authorized purchase order must be issued.** When an award is made, the buyer may give the successful bidder a purchase order number by phone/fax, or the purchase order may be mailed to the supplier. Regardless of how received, the supplier should show the purchase order number on all invoices, correspondence, packages and shipping documents.

## FORMAL BID PROCEDURE

The City Purchasing Ordinance requires that the City advertise for formal sealed bids on competitive procurements over \$30,000.00. Formal bids may require a bid or performance bond and must meet other special requirements detailed in the instructions to bidders included in the particular specifications being bid. Any questions regarding formal specifications should be addressed to the buyer whose name and telephone number appears on the bid documents. Closing time for formal bids is 4:00 p.m. of the closing date noted on the specifications. At that time the bids are publicly opened, and the pricing is read. We suggest that bids be submitted well in advance to assure receipt in time for opening. Awards on formal bids are made by City Council and implemented by the Purchasing Manager within the acceptance period noted in the specifications.

## SELECTIVE SOURCES OF SUPPLY

The City establishes no preferential list of sources. We buy from both large and small suppliers. A substantial portion of our purchasing dollar is spent with small and minority businesses. In order to promote the economic health of the city and to encourage local participation in the procurement process, the City in determining the lowest responsible bidder, may take into consideration the sales tax which would be returned to the City as a result of the award.

## SMALL AND MINORITY BUSINESSES

It is the intention of the City to place a fair portion of total purchasing for supplies, equipment and services with small and minority businesses. We actively solicit business with the small and minority businessman and woman who demonstrates aggressiveness and willingness to meet precise requirements of our specifications.

Small and minority firms acting as contractors currently provide many diverse services throughout the City. In many instances, small and minority firms have made vital contributions to the improvement of the City and in other instances they have helped us cut costs. As a result, we are actively concerned with increasing small and minority business contracting opportunities whenever possible.

We, in the City of Pomona, realize that there is substantial unused small and minority capacity and talent that could benefit the City. We welcome your interest to contribute to the City's contracting requirements.

## BIDDERS LIST

The Purchasing Division maintains a "bidders list" for classes of commodities and services that are regularly purchased by the City. Under each commodity are the names and addresses of suppliers who have offered to furnish these products or services and have expressed an interest in bringing contracts when the City needs such items. These lists are reviewed by the buyer prior to soliciting quotations. The buyer may also contact firms which are not on these lists.

Suppliers who are on the City's Bidders List have a greater assurance of being notified of the City's needs. To be placed on our bidders list, simply contact the Purchasing staff at (909) 620-2381 and a "Bidders Application" will be sent to you.

## WHOM TO SEE

It is suggested you make the Purchasing Division your first contact. Our staff can acquaint you with City procedures and direct you to the most concerned areas for your goods and services. Only the Purchasing Division is authorized to commit the City for purchase of supplies, equipment and services. **No payment will be made for any goods delivered or services rendered without a Purchase Order.**

## THE PURCHASE ORDER

The Purchase Order constitutes the contract between the buyer and the seller. All orders are placed subject to the provisions of our Purchase Order; a copy of which is mailed to you as soon as possible. All Purchase Orders issued by the City must be signed by duly authorized City personnel.

We consider the Purchase Order as an offer to buy subject to all of the provisions thereof. It does not become a valid contract until you have made delivery of the material in accordance with the conditions of the Order.

## RECEIVING SHIPMENTS

Shipments must be made to the destination and in accordance with the shipping instructions shown on the Purchase Order. If, for any reason, you are unable to comply with the shipping instructions shown on the Purchase Order, you should immediately notify the Purchasing Division.

If no packing slip accompanies the shipment, our count will be the basis for acknowledging the materials received. If there is more than one package in a shipment, the package that contains the packing slip should be clearly marked. Please make sure all packages and the packing slip show the City of Pomona Purchase Order number.

## MAKING PAYMENTS

As with packing sheets, it is very important that invoices are properly identified with the proper Purchase Order number. Invoices that allow cash discounts may receive preferential handling. Invoices are paid in accordance with the Purchase Order. However, if the related shipment is delayed in our receiving department or fails to meet inspection standards, we may have to delay payment until the problem is resolved. Payments are made without prejudice to our rights such as rejection on inspection. Invoices must be mailed directly to City of Pomona Finance Department, Attention: Accounts Payable, P. O. Box 660, Pomona, California 91769. Do not send invoices to any other address or department.

If you wish any information concerning the payment of a particular invoice, it is recommended that you contact our Finance Department, either by telephone (714) 620-2406, or in writing to the City of Pomona, Finance Department, Attention: Accounts Payable. Please supply your firm's name and address, date and amount of the invoice and the Purchase Order number with your request.

## FACTORS THAT DELAY COMPLETION OF TRANSACTIONS

Delays are costly. To assist you in recognizing and thereby preventing delays some of the more

common problems are presented below:

- Sub-standard Product Material or Workmanship -- Despite the high standards you may have established parts and services provided for government contracts often carry their own requirements regarding methods, materials, processes and their applicable specifications. These must be adhered to.
- Improper Packaging of Goods -- All shipments should be packaged in a manner that will provide for efficient handling and preclude the possibility of damage. In addition, shipments made by common carriers for delivery must conform to the packaging requirements of the carrier.
- Improperly Addressed Shipments -- Our Purchase Order always indicates the address to which your shipment should be sent. The City of Pomona has many facilities with different addresses that differ from the City's mailing address. Since the location we indicate on our Purchase Order is the only place ready to receive your shipment, confusion and possible loss if time can be prevented by following these instructions. Please remember to put the Purchase Order number on all shipping documents and invoices.