

VENDOR GUIDE

1. GOAL

It is the goal of the City of Buckeye to conduct a fair and competitive purchasing process. The purpose of this guide is to acquaint vendors with the City's purchasing policies and procedures and to review how the City conducts business. To this end, the City has in place a procurement policy and this vendor guide. A copy of the City's policy is available for public review at City Hall. This guide contains information on how to do business with the City.

The City of Buckeye City Hall is located at 530 East Monroe Avenue, Buckeye, Arizona, 85326, telephone number: (623) 349-6000, fax number: (623) 349-6221.

The City of Buckeye is a Council-Mayor-City Manager form of government. It is governed by the Arizona Revised Statutes, the City Charter, and various Ordinances and Resolutions.

The City Manager is responsible for the purchase of materials, equipment and services required by the City of Buckeye. The City Manager is the only one within the City authorized to issue purchase orders to commit the City to contracts. Commitments made by persons other than the City Manager (or direct designee) are not valid.

2. ETHICS

The City of Buckeye requires vendors to be held to certain ethical requirements as follows:

- No bidder, offeror, vendor, contractor or subcontractor shall confer upon any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised.
- All bidders, offerors, vendors, contractors or subcontractors shall submit a disclosure statement with our bid to inform the City of any personal interest with any member of the City Council, City Management or other City employees.
- Failure to make the required disclosure will result in disqualification, debarment, suspension from bidding and recession of contracts.
- No contractor or subcontractor shall give, demand or receive from any supplier, subcontractor or competitors any bribe, kickback, or anything of value in return for participation in a procurement transaction or agreeing not to compete in a transaction; and
- Architects or engineers employed by the City may not furnish building materials, supplies or equipment for any structure or project on which they are providing professional services. The City also does not accept bids or proposals from consultants or bidders who have solely and directly prepared specifications for a specific requirement regardless of whether the consultant/bidder was paid for the specification.

3. VENDOR APPLICATION (BIDDER'S LIST APPLICATION)

The bidder's list is based solely on the bidder's commodity category and a summary of application information is available to City departments. [Construction, Commodity and Services Solicitation information is commonly posted directly to the City website by the Construction & Contracting Division.](#)

Interested bidders are advised to monitor the City website as the most effective way to acquire timely information regarding pending bids and solicitations.

Bidders List Forms:

Forms may be downloaded from the City website www.buckeyeaz.gov. Under the “For Business” tab, select the Vendor Guide.

Steps:

- 1) Download “Vendor Guide”
- 2) Download “Bidders List Application”
- 3) Download “Commodity Listing”
- 4) Complete the Bidders List Application and return it to the Construction & Contracting Division:
 - a. **Mail:** City of Buckeye
Construction & Contracting Division
530 East Monroe Avenue
Buckeye, AZ 85326
 - b. **Fax:** Construction & Contracting Division
(623) 349-6221
 - c. **Email:** egilbert@buckeyeaz.gov
- 5) Allow 2 weeks for review and processing
- 6) Monitor the City website for posted solicitations

It is not necessary to be on the bidder’s list to participate in posted solicitations. In that case, follow the solicitation instructions posted on the website. Bid solicitations are posted under the “For Business” Tab, then “Bids/Solicitations.”

The City Manager (or purchasing designee) may choose to use bidders/resources other than those on the bidder’s list. To obtain names of firms who may be capable of supplying the respective supplies, services, materials or equipment they may consult other sources including trade journals, internet and the yellow pages.

Business License

Any person or company planning to do business within the incorporated areas of the City of Buckeye is required to obtain a City of Buckeye business license. For more information, please contact the Business License Coordinator at (623) 349-6165 or visit www.buckeyeaz.gov.

4. PROCUREMENT METHODS

A. Purchasing Cards

The City of Buckeye has issued City Purchasing Cards to City employees which may be used for the purchase of products with a total value under \$5000, inclusive of tax, delivery and any add-on costs (such as installation and maintenance.) However, such product purchases are not to be “split” into multiple purchases to avoid exceeding the \$5000 ceiling. City Purchasing Card purchases by City employees are audited/reviewed by the City Finance Department. Items noted to be repetitively purchased in sufficient quantity are competitively solicited and awarded as term contracts. Purchases which may appear to be in non-conformity with established procedures are further reviewed for appropriate action.

B. Cooperative Contracts

The City is eligible to participate in cooperative purchasing agreements such as State of Arizona and Maricopa County Contracts, Mohave Educational Services, TCPN, and holds membership in other cooperative purchasing alliances. The Council must approve all procurements exceeding \$100,000.00 even if they are procured through cooperative purchasing agreements.

C. Competitive Quotes

Purchases less than \$4,999.00 are generally made using a purchasing card or best value methodology. Purchases between \$5,000.00 and 14,999.00 require at least three (3) verbal quotations. Purchases between \$15,000.00 and the formal bid threshold of \$34,999.00 require at least three (3) written quotes, using the “Request for Written Quotation” process. The RFWQ process is informal meaning the Construction & Contracting Division may call, fax or mail a vendor and receive quotes directly from vendors. Should a non-registered vendor be the lowest responsible bidder, no business may be conducted until the vendor registration process has been completed.

D. Formal Bidding – Invitation for BID (IFB)

The City’s formal bid threshold is \$35,000. All goods or services with an anticipated cost exceeding \$35,000 are let for public bidding. This process requires advertising in a newspaper of general circulation, receiving sealed responses, public opening, evaluation, and awarding the bid/proposal to the lowest responsive, responsible bidder. City bids are generally advertised in The Buckeye Valley News.

E. Requests for Proposals (RFP)

This process is primarily used for services and highly technical commodities. The above noted procedures are followed, but award is made to the highest rated proposal that may or may not be the lowest price. Criteria for evaluation will be listed in each RFP.

Everything in excess of \$100,000.00 (RFP’s and IFB’s) must be competitively solicited and approved by the City Council. Council meetings are held on the first and third Tuesday of each month.

F. Purchase Requisition:

A purchase requisition is not an authorization to pay an invoice. A purchase requisition identifies what is being requested by a department, for an estimated or confirmed dollar amount, within a specific time frame and with particular delivery requirements. Only a signed purchase order is an authorization to order.

G. Purchase Orders:

Purchase orders are required for goods and services if a purchasing card was not used in the transaction. Purchase orders are required for all procurements unless the transaction is covered under a separate formal contract.

Vendors should not ship goods or begin service if costs are not covered by the specific spending limits on a requestors purchasing card or without a copy of the authorized purchase order (including a copy of the City’s purchase order terms & conditions).

All orders must be delivered to the address on the purchase order. Changes in the purchase order are not allowed.

H. Invoices:

Vendors shall submit all invoices to the City Accounts Payable Department, unless directed otherwise. The Accounts Payable Department mailing address is:

City of Buckeye
Accounts Payable Department
530 E Monroe Avenue
Buckeye, AZ 85326

I. Receiving Process:

Departments receive goods or services and forward signed packing lists/delivery receipts with a copy of the original purchase order as a cover sheet. The department purchasing designee notes any discrepancies (or partial shipments) on the cover sheet, signs the receipt section and forwards the package to Accounts Payable. Based on the receiving documentation Accounts Payable will process either full or partial payment.

The City's Payment policy is net thirty (30) days for payment; however, the City welcomes prompt payment discounts from vendors (i.e. discounts for payments made within ten (10) days after receipt of the invoice). Prompt payment discount information must be clearly stated on the invoice. Upon receipt, invoices are normally paid within 30 days assuming the department received the goods or services and forwarded their receiving documents promptly.

Questions regarding payment should be directed to the receiving department and then to the Finance Department, Accounts Payable Division, (623) 349-6162.

5. SALES CALLS AND CONTACTS

Sales persons should initiate all new contacts through the City's Purchasing Agent. This will provide an opportunity to discuss how to do business with the City. This will also provide a better idea of which departments may use the goods or services offered. Office hours are generally 7:00 a.m. to 6 p.m. Monday through Thursday (closed Fridays) (legal holidays observed). To save time and ensure that you receive adequate attention, appointments are recommended before coming to the Construction and Contracting Department.

6. UNAUTHORIZED CONTRACTS NULL AND VOID

All vendors and contractors are cautioned and strongly advised to ensure that a contract or purchase order issued by the City is obtained prior to performing any service or incurring any expense.

7. SALES TAX

The City of Buckeye pays applicable sales taxes. In-state vendors should apply their sales tax rate from the originating City.

8. VENDOR RESPONSIBILITY

A Vendor may be suspended from doing business with the City in the event an action by the vendor is considered to be contrary to the best interest of the City. Examples:

- 1) Failure to deliver merchandise or perform services
- 2) Failure to meet a delivery or completion date
- 3) Failure to maintain a quoted or contracted price for goods or services
- 4) Evidence of collusion with other bidders on prices for a City bid
- 5) Failure to completed any order or project awarded as a result of formal or informal bid or proposal
- 6) Failure to honor warranties on products delivered or services per
- 7) Submitting false or misleading information on the Vendor Application form
- 8) Any violation of Federal, State City or County laws, regulations or ordinances.

Thank you for your interest in doing business with the City of Buckeye!