

Methods of Procurement/Award

Services: Are awarded based on qualifications and experience and not price alone.

Purchases less than \$5,000 - no bids are required.

Purchases over \$5,000 and less than \$30,000 - require at least three (3) written proposals. Proposals are opened privately by the buyer. A professional services agreement is required. A purchase order is required.

Purchases over \$30,000 - require at least three (3) competitively solicited written proposals. Only the proposers name is read aloud by the City Clerk's Office at the public opening. City Council approval to award a professional services agreement and a purchase order is required.

Goods & Products: All purchases are awarded to the lowest, responsible, responsive bidder that meets or exceeds the specifications set forth in the bid documents.

Purchases less than \$5,000 - no bids are required.

Purchases over \$5,000 and less than \$30,000 - require at least three (3) competitively solicited, written bids. A purchase order is required.

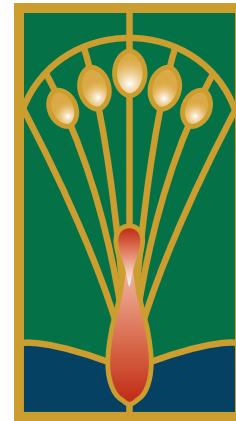
Purchases over \$30,000 - require at least three (3) competitively solicited, written bids. Bids are opened and read aloud publicly by the City Clerk's Office. City Council approval to award a purchase order is required.

Public Works Projects: All public works projects have additional guidelines and requirements. Vendors must comply with all requirements listed in the RFP/RFQ including SB854 & Prevailing Wages laws.

Award of Bids/Proposals

All awards are subject to the vendor being able to supply all required post award documents, i.e. insurance certificates, bonds, business license, etc. Vendors must comply with insurance and all requirements listed in the RFP/RFQ to be consider a responsive bidder. If all requirements are not met, the proposal/bid will not be considered valid.

DOING BUSINESS WITH THE CITY OF ARCADIA



CITY OF
ARCADIA

Administrative Services Department
Purchasing Division
240 West Huntington Drive
Post Office Box 60021
Arcadia, California 91066-6021

(626) 574-5429
Purchasing@ArcadiaCA.gov

Welcome to the City of Arcadia Purchasing Division

The purpose of this brochure is to familiarize vendors with the City's purchasing policies and procedures. We strive to provide quality, responsive and customer service-oriented purchasing, contracting, and related services to the City Departments in accordance with all Federal, State and City of Arcadia Charter, Municipal Code, Ordinances and Purchasing Manual.



Vendor Visiting Hours and Site Visits

Vendor visiting hours are from 9:00 a.m. till 4:00 p.m., as workload permits. Appointments are required.

The Purchasing Officer may make periodic visits to vendors' site. Vendor site visits enable us to evaluate the ability of the vendors to meet City requirements.

Purchasing Division Hours

The Purchasing Division is open for business each business day. Monday through Thursday, from 7:30 a.m. to 5:30 p.m. Closed every other Friday. Friday hours, when open, will be 7:30 a.m. to 4:30 p.m.

Policies and Procedures

The City of Arcadia makes its purchases under authority granted in the City Charter and the Arcadia Municipal Code. Purchases are made by competitive bidding procedures and by negotiation. Award is made to the lowest, responsive, responsible bidder meeting specifications. Upon award, ALL bid or proposal documents will be made available for examination in accordance with the State of California Public Disclosure Laws.

Purchasing Commitments

- To conserve public funds through reduction in cost and improvement in quality of materials and services purchased.
- To promote standardization of materials, supplies and service simplification at minimal cost.
- Continually seek new sources for supplies and products.

Contact with Other Departments

The first point of contact should be Purchasing. Purchasing may refer vendors directly to the departments. Feel free to contact the Purchasing Officer or designee for the name of the person you wish to contact. The Purchasing Officer or the Administrative Services Director is the only authorized personnel allowed to commit the City for the purchase of goods and/or services. No payment will be made for any goods and/or services rendered without an authorized purchase order.

Local Business Preference

The City of Arcadia grants a preference to vendors whose place of business is located within City boundaries only when price, invoice terms and delivery times are equal due to the payment of local sales or use taxes that will accrue to the City.

No Gratuities

The acceptance of gifts by City employees violates the policy of the City. Vendors are requested to cooperate in this regard by not making such offers to any city employees.

Business Licenses and Permits

Businesses, contractors/vendors doing work within the City limits should verify with both the City Business License Office and the City Development Services Office as to what licenses and permits may be required by calling (626) 574-5430.

Vendor List

Purchasing maintains an approved vendor list. A vendor application can be obtained by emailing the Purchasing Office at:

Purchasing@ArcadiaCA.gov
or visiting the City's website at:
www.ArcadiaCA.gov/discover

No guarantee is given that you will receive every bid solicited. It is the vendor's responsibility to keep abreast of any open solicitations, by visiting the City's website at www.ArcadiaCA.gov -> Discover -> Bids & RFP Notices.