

HOW TO ...

DO BUSINESS with the City of



Welcome!

The City of Brighton employs over 300 people to provide services to, and accommodate the needs and goals of, a community of 32,000 people in Northern Colorado. Your initial contact with the City of Brighton is likely to be through the process of providing commodities, services or equipment to a City department. This guide will acquaint you with the City of Brighton's process and procedures for procuring commodities, services and equipment with the hope that your participation in the process will be pleasant as well as beneficial.

PROCUREMENT AUTHORITY

The City of Brighton believes that the best value for the tax dollar is achieved through a centralized professional procurement staff where product and vendor identification is coordinated, and requisitions are researched and converted into requests for quotes or requests for proposals. Accordingly, the authority and executive responsibility for providing centralized acquisition of commodities, capital equipment, professional and nonprofessional services as well as overseeing the process and policies and the issuance of Purchase Orders lies with the Division of Procurement & Contracts.

Vendors are advised that it is in their best interest to obtain a properly signed and issued purchase order for sales over \$2500 to facilitate their dealings with the City.

VENDOR APPLICATION PROCESS

The City of Brighton has contracted with the Rocky Mountain E-Purchasing System (RMEPS) to use the central bid notification system. Vendors are encouraged to visit www.rockymountainbidsystem.com and become familiar with the features on that website.

Local Vendor participation in the City of Brighton's purchasing effort is *strongly* encouraged in an effort to strengthen the relationship between the City and the local business community. *Bids of equal price, specifications, and quality will be awarded to Brighton vendors when applicable.*

Vendor Visitation to City of Brighton departments and divisions is allowed *by appointment only*.

SOLICITATION METHODS

Purchases up to \$2500 are processed directly by authorized City personnel.

Purchases from \$2500 to \$10,000 for materials, supplies, equipment, services and construction will be processed by the Division of Procurement & Contracts upon receipt of a requisition from authorized department or division

personnel. Three or more written quotes are required for purchases in this range. The Division of Procurement & Contracts will prepare and issue a purchase order.

Purchases from \$10,000 to \$25,000 for materials, supplies, equipment, services and construction will be processed by the Division of Procurement & Contracts upon receipt of a requisition from authorized department or division personnel with three faxed or written quotes attached. The Division of Procurement & Contracts will prepare and issue a purchase order.

Purchases of \$25,000 or over for materials, supplies, equipment, services and construction are subject to the open competitive bids processed through *Formal Invitations to Bid or Formal Requests for Proposals* as prepared by the Division of Procurement & Contracts.

These documents contain all applicable general and special legal requirements and technical specifications.

Responses to formal bids are opened publicly at the time and place designated in the bid documents. Results are evaluated by the Procurement & Contracts Manager in collaboration with the authorized department or division representative. The Procurement & Contracts Manager will issue a Notice of Award, a contract and/or issue a purchase order to the most responsive and responsible vendor or vendors whose bids meets the bid specifications and offers the lowest competitive price. All contracts must be approved by the City Attorney.

All quotes and bids shall be furnished tax exempt with delivery FOB Destination-City of Brighton.

BID WAIVERS

The competitive bid process may be waived in some cases, including emergency purchases required to protect the health, safety, and welfare of the citizens of the City of Brighton; or, if it is determined that a desired product or service is only available from a single/sole source of supply.

BID EVALUATION

Purchase orders are based on a combination of factors which are most advantageous to the City of Brighton, such as: lowest comparative price quotations on specific commodities and services; best possible deliveries; adherence to specifications; history of vendor performance and quality consistent with bid requirements.

ADVERTISEMENT OF BIDS

City of Brighton Formal Invitations to Bid and Formal Requests for Proposals are advertised in the Brighton Banner and/or Brighton Standard Blade, the City's website at www.brightonco.gov and on the Rocky Mountain E-Purchasing website, www.rockymountainbidsystem.com.

DIVISION OF PROCUREMENT & CONTRACTS

Sharon L. Williams, CPPB
Procurement & Contracts Manager
303.655.2001
e-mail: swilliams@brightonco.gov

Estella Gallegos
Procurement & Contracts Clerk
303.655.2002
e-mail: egallegos@brightonco.gov

COOPERATIVE PURCHASING

The City of Brighton is an active member in several cooperative buying groups and cooperates with other agencies when it is practical, to achieve better pricing and conditions through quantity purchasing.

The City of Brighton is a participating member of: the National Institute of Governmental Purchasing (NIGP), the Rocky Mountain Governmental Purchasing Association (RMGPA), the Multiple Assembly of Procurement Officials (MAPO) and Cooperative Educational Purchasing Council (CPEC).

CONTRACT EXECUTION

A purchase order is issued upon acceptance of a vendor's offer. The Purchase Order, all bid solicitation documents, and the vendor's bid or proposal combine to serve as integral parts of the binding contract between the vendor and the City of Brighton, and *become public record*.

Once a purchase order is issued, the vendor will deliver the goods to the shipping location listed on the purchase order and send invoices to the department or division for approval and submittal to Finance for payment. Following this directive will speed the payment of the invoice.

The City of Brighton encourages vendors to offer standard discounts off their catalog and retail pricing. Such offers are formalized under a Pricing Agreement particular to that situation. The departments and divisions access those agreements as they provide cost savings to the City and when competitive bidding is either impractical or not required.

VENDORS

Vendors who are registered with the Rocky Mountain E-Purchasing System (RMEPS) will receive notice from RMEPS about bid opportunities based on NIGP commodity and services codes selected at the time of registration. Since the City is now using the RMEPS system, a vendor list is no longer maintained by the Division of Procurement & Contracts. Vendors are encouraged to investigate the RMEPS website and acquaint themselves with all the features of the site. RMEPS gives vendors access to bid opportunities with 54 governmental entities around the state.

VENDOR PERFORMANCE

Vendor performance is expected to be consistent with *all* terms and conditions specified in contract documents and purchase orders executed between the vendor and the City of Brighton. The Division of Procurement & Contracts will monitor vendor performance throughout the term of the contract and document any deficiencies or inadequacies for the vendor's attention.

Chronic poor performance such as late deliveries, inferior service levels, and poor quality goods will be cause for placing the vendor on probationary status. The City of Brighton reserves the right to terminate any contractual agreement due to persistent poor performance, or non-performance.

ETHICAL BEHAVIOR

Ethical behavior is expected of every vendor doing business with the City of Brighton. Vendors are expected to be knowledgeable of all federal, state, and local regulations which govern ethical behavior in public procurement. Collusive and restraint of trade practices are *expressly prohibited* and a violation of State and Federal Law, and can result in fines, imprisonment and civil damages.

Splitting purchase orders or contracts to circumvent City policy is prohibited.

Vendors are also prohibited from presenting gifts and services to City employees such as advertising novelties that exceed \$50.00 in value. Vendors who fail to abide by this expected behavior will be prohibited from participating in the City of Brighton procurement effort!

Thank you for your interest, cooperation and participation in the City of Brighton purchasing process! We appreciate the opportunities we have to enjoy a mutually advantageous relationship with our Suppliers. Not only does it benefit our organization, it enriches the lives of our residents. We look forward to the opportunity to work with you and thank you for the assistance you provide. We value your contributions that help make our operation successful.

THANK YOU

Thank you for your interest in the City of Brighton as a market for your goods and services. It is our intention that you enjoy a long and successful business relationship with the City of Brighton. If we can assist you in any manner, please contact the Division of Procurement & Contracts. Questions about purchasing related issues should be directed to the Division of Procurement & Contracts.

Division of Procurement & Contracts
500 South 4th Avenue
5th Floor
Brighton, CO 80601

Sharon L. Williams, CPPB
Procurement & Contracts Manager

PH & Fax: 303-655-2001
e-mail: swilliams@brightonco.gov
www.brightonco.gov

National Institute of
Governmental Purchasing



Member

Rocky Mountain Governmental Purchasing Association



Member