

CITY OF DUBLIN PURCHASING DEPARTMENT

WELCOME

The City of Dublin welcomes your interest in doing business with us. We hope these general guidelines will simplify your efforts to do business with the City of Dublin. Any questions not answered here may be directed to any member of the purchasing staff or by accessing the web site at www.cityofdublin.org/departments/purchasing.

MISSION STATEMENT

The City of Dublin Purchasing Department's goal is to procure supplies, services, and equipment at the lowest possible cost consistent with the quality necessary to meet the City's needs and to ensure that the taxpayers receive the maximum value for each tax dollar spent.

HOURS OF OPERATION

The Purchasing Department is open for business Monday through Friday, from 7:00 a.m. to 4:00 p.m.

OFFICE VISITS

Sales representatives are a valuable source of information in obtaining specifications, bids, up-to-date product advancements or improvements, resolving delivery issues, etc. We value your visits, however, we recommend making appointments in order to productively utilize our time and yours.

GRATUITIES

It is the policy of the Purchasing Department as well as other departments to refuse gifts from vendors with the exception of items of nominal value. Examples of acceptable items include, but are not limited to, pens,

pads, letter openers, and other related items. Any gift received by mail will be returned to the sender. If returning the item will result in a significant charge, the item will be donated to a charitable organization.

VENDOR LIST

An open list of vendors is maintained by the Purchasing Department. Suppliers are responsible for notifying us of any changes to their information. In order to be added to the database, vendors should complete a Vendor Information Form which is available for download on our web site.

PURCHASING PROCEDURES

Rules pertaining to the amount of a purchase determine how the purchasing of an item will be handled. The following breakdown represents the policies set for handling purchases.

AMOUNT REQUIREMENTS:

Less than \$25	Petty cash fund or blanket purchase order
\$25 to \$100	One quote OR use of blanket order for items needed right away **Blanket invoices not to exceed \$100
\$101 to \$299	Two quotes handled by Purchasing
\$300 to \$1000	Three quotes handled by Purchasing
\$1001 to \$2999	Handled by Purchasing (RFP's, bids, fax quotes, etc.)

\$3000 and up Competitive sealed bids handled by Purchasing

Requisitions are submitted by the using department to Purchasing at which time the Purchasing Department will select a procurement method. All requisitions submitted should specify the goods and/or services desired in such a way as to permit unrestricted bidding and maximum opportunity to bidders. All orders placed by the Purchasing Department will require a purchase order.

FORMAL SOLICITATION / BID NOTIFICATION

The City advertises Public Works and other Formal Solicitations on the City web site and also advertises Public Works bids in the local newspaper as required by law and City policy. Check our web site regularly for current bid solicitations.

BID AWARDS

Awards will be made to that responsible bidder whose bid, conforming to the Invitation for Bid, will be most advantageous to the City. Prices will not necessarily be controlling, but quality, equality, efficiency, delivery, suitability of item(s) offered, maintainability, and reputation of item(s) in general use will also be considered with any other relevant factors. The City reserves the right to reject any and/or all bids submitted and to waive any technicalities or minor irregularities in bids received. A written award, mailed (or otherwise furnished) shall be deemed to result in a binding contract without further action by either party. Contract(s), if awarded, will be on a lump sum basis or individual item basis, whichever is found to be in the best interest of the City.

DELIVERIES

All purchases are made F.O.B. destination, unless otherwise specified. The City's title to goods occurs upon satisfactory delivery and acceptance at the delivery point shown on the purchase order. Shipping charges, if applicable, must be included in response to solicitations. All shipments to the City of Dublin must be made to the locations designated on the purchase order. Deliveries may be required to be made to different departments located in various parts of the City. The purchase order number must appear on the delivery ticket.

PAYMENT

Payment from the City of Dublin will be made after delivery and acceptance of the goods or services and after submission of any original invoice. Invoices should be sent to: City of Dublin, Attn: Accounts Payable, PO Box 690, Dublin, GA 31040. Submitting invoices anywhere other than to Accounts Payable may delay payment. Invoices must show: (1) purchase order number; (2) complete descriptions of goods or services provided; (3) quantity; (4) unit prices and extensions; (5) all applicable fees; (6) discount terms; (7) date of shipment and location; and (8) invoice number.

The City's payment terms are Net 30 unless otherwise specified.

PENALTIES FOR NON-PERFORMANCE

Performance problems are documented and every effort is made to resolve the issue. In the event that an issue cannot be resolved, vendors may be barred from future business with the City. Some reasons for being banned include:

- Person submits bid or proposal in bad faith
- Person who willfully or repeatedly breaches a contract with the City
- Person who repeatedly refuses to accept a bid or proposal award
- Person who has established a pattern or practice of unethical or immoral business practice.
- Person convicted of a crime involving moral turpitude; and;
- Any business that is owned, operated, or controlled in whole or part by any other person described above or any other situation the City deems necessary to protect our interest.

HAZARDOUS COMMUNICATIONS ACT

The City of Dublin requires proper labeling and Material Safety Data Sheets (MSDS) on all products covered by the Hazard Communications Act – 29 CFR 1910.1200. It is the vendor's responsibility to determine which products are covered by the act and to provide the necessary MSDS with material shipments.

LOCAL VENDOR PREFERENCE

Local vendors, which are those located within the corporate city limits of Dublin, will receive a 3% preference when submitting bids for capital item purchases. If a local vendor's price falls within 3% of the low bid, the local vendor will be considered the apparent low bidder.

Please feel free to contact the Purchasing Department should you have any questions.

HOW TO DO BUSINESS WITH THE CITY OF DUBLIN



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