



### **HOW TO DO BUSINESS WITH THE CITY OF GREELEY**

The City of Greeley employs over 900 people to provide services to and accommodate the needs and goals of a community of over 100,000 people in Northern Colorado. Your initial contact with the City of Greeley 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 Greeley'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.

### **SOLICITATION METHODS**

Purchases up to and including \$50,000.00 are processed directly by City Departments and do not come through Purchasing. Comparative quotes from three vendors are obtained via phone or email or quotes may be obtained utilizing the Rocky Mountain Bid System.

Purchases over \$50,000.00 are handled by Purchasing Division staff and are posted on the Rocky Mountain Purchasing Bid System. This includes bids, RFPs, SOQs, addenda, planholder lists (when applicable) and bid results. The website address is [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado). Interested vendors must respond within the specified time to be considered for an award. These solicitations are also advertised in the Greeley

Tribune. Responses to formal bids are opened and read publicly at the time and place designated in the bid documents. Results are evaluated by Purchasing Division staff in collaboration with the authorized department or division representatives. Purchasing staff will award a contract and issue a purchase order to the most responsible and responsive vendor or vendors.

The competitive bid process or request for proposal process may be waived in some cases such as emergency purchases required to protect the health, safety, and welfare of the citizens of the City of Greeley; or, if it is determined a desired product or service is only available from a single source.

### **BID AWARD**

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

### **PURCHASE ORDERS**

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 Greeley and become public record. Once an order is issued, the vendor will deliver the goods and/or services and invoices to the shipping location listed on the purchase order. Upon approval by the issuing department, the invoice and purchase order will be forwarded to the accounting division for payment. Following this directive will ensure the vendor is paid in a timely manner.

### **COOPERATIVE PURCHASING**

The City of Greeley 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 Greeley participates in the National Institute of Government Purchasing (NIGP), the Rocky Mountain Governmental Purchasing Association (RMGPA) and the Multiple Assembly of Procurement Officials (MAPO).



### **VENDOR PERFORMANCE**

Vendor performance is expected to be consistent with all terms and conditions specified in the contract documents and purchase orders executed between the vendor and the City of Greeley. Authorized City of Greeley personnel will monitor vendor performance throughout the terms of the contract and document any deficiencies or inadequacies.

Chronic poor performance such as late deliveries, inferior service levels, and poor quality goods may be cause for consideration of future purchases as a non-responsible vendor or placing the vendor on suspension status. Purchasing staff will work with vendors if issues arise to come to a resolution that is mutually agreeable for both parties.

The City of Greeley 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 Greeley. Vendors are expected to know 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/or civil damages. Vendors are also prohibited from presenting gifts and/or services to City employees such as advertising novelties that exceed \$5.00 in value, or food items that require further preparation or exceed \$20.00 in value and cannot be shared by the entire office. Vendors who fail to abide by this expected behavior will be prohibited from participating in the City of Greeley purchasing effort!

### **VENDOR APPLICATION PROCESS**

Vendor applications may be obtained by writing, calling or e-mailing the City of Greeley, Purchasing Division. Forms may also be downloaded from the City of Greeley website at [www.greeleygov.com](http://www.greeleygov.com). A completed application must be on file in order to issue payment to the vendor.

### **LOCAL VENDOR PARTICIPATION**

Local vendor participation in the City of Greeley's purchasing effort is strongly encouraged. Bids of equal price, specifications and quality will be awarded to Greeley vendors.



**PURCHASING DIVISION – City Hall, 1000  
10th Street, Suite #222, Greeley, CO**

**Linda Ingram - Buyer** – 970-350-9325 or  
email - [linda.ingram@greeleygov.com](mailto:linda.ingram@greeleygov.com)

**Gail Gaskins – Buyer** – 970-350-9870 or  
email - [gail.gaskins@greeleygov.com](mailto:gail.gaskins@greeleygov.com)

**Or –**

**PUBLIC WORKS BUILDING - 1001 9<sup>th</sup>  
Avenue, Greeley, CO**

**Adela R. Gain – Purchasing Manager**  
970-350-9792 or  
email - [adela.gain@greeleygov.com](mailto:adela.gain@greeleygov.com)

