



Martinsville

A CITY WITHOUT LIMITS

PURCHASING DEPARTMENT

VENDOR MANUAL

INSTRUCTION

The Purchasing Department acts as a liaison between suppliers and all City departments and agencies exclusive of the City School System. Our goal is to provide goods and services, in the proper quantity and quality, at the lowest possible cost, to City departments and agencies. All purchasing activities are performed in accordance with applicable Federal, State, and City ordinances to afford an equal opportunity for all vendors to compete in the bidding process.

The purpose of this handbook is to help you, the vendor, understand the procurement policies and procedures of the City of Martinsville. It is a general guide and as such may not answer all questions that you may have. Therefore, if you have any questions that are not answered here, contact:

**City of Martinsville
Purchasing Department
P O Box 1112
Martinsville, Va. 24114-1112
276-403-5354
kmays@ci.martinsville.va.us**

ETHICS

The Purchasing Agent shall assure that all procurement practices are within the framework of the highest ethical standards. Purchasing Department personnel are strictly prohibited from taking any actions that do not reflect the ideals of honor and integrity in the performance of their work.

VISIT

Sales representatives are a valuable source for obtaining specifications and information on product advancements. We value your visits and are available to discuss your concerns. However, we

recommend you call for appointments in order to better utilize your time.

The Purchasing Department is open for business from 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. Vendor sales representatives are seen between the hours of 1:00 and 4:00 p.m. on Tuesday and Thursday, or other hours by appointment.

BIDDERS LIST

The Purchasing Department maintains a list of prospective bidders categorized by class and type of commodity. To be placed on the bidders list, complete and return the “Bidder’s List Application”. Applications are available at the Purchasing Department.

It is the vendor’s responsibility to keep their application current by notifying the Purchasing Department when changes occur regarding the products or services offered, address, ownership or status as a bidder.

Placement on the bidders list is not a guarantee of receiving a request to bid. To be sure of maximum participations, it is the vendors’ responsibility to check the bid notices posted outside the Purchasing Department offices.

Bidders may be removed from the bid list if they do not respond to solicitations. However, any bidder may be retained on the bidders list by simply responding with a “no bid”, if they will be able to bid on the item (s) in the future.

The City reserves the right to update and validate the bidders list from time to time and require renewal of applications on file.

SOLICITATIONS

Solicitations are made through the issuance of “Request for Bids and “Requests for Proposals.”

Informal Bids:

Informal bids are solicited for goods and services under \$10,000.00. They are solicited by a written “Request for Bids” or verbal quotation. These requests are not publicly advertised.

All informal bids are evaluated by the Purchasing Agent or the designated representative. The contract award shall be made to the lowest responsive and responsible bidder.

Formal Bids:

Formal bids are solicited goods or services estimated to exceed \$10,000.00. They are solicited through the issuance of a “Request for Sealed Bid”. Formal bids may be used for goods and services less than \$10,000.00 when in the best interest of the City.

“Request for Bids” will be posted and may also be published in a newspaper of general circulation, at least ten (10) days prior to the date of bid opening.

All bids must be mailed or delivered to the Purchasing Department, City of Martinsville, P. O. Box 1112, Martinsville, Va. 24114-1112. Bids must be received in the Purchasing Department before the closing date and time stated on the solicitation. Bids received after the designated closing date and time will not be considered and shall be returned to the bidder unopened. Envelopes containing bids must be sealed and clearly state on the outside the company name, bid number, and closing date.

All formal bids are opened and read publicly at the closing date, time and place stated on the bid document. The Purchasing Agent or the designated representative shall read prices, delivery, and payment terms relating to the bid. No decision of award or rejection will be made during the bid opening. All bidders, sales staff, press, and interested public may attend.

All “Request for Bids” are tabulated. Copies of the tabulations will be sent to vendors upon request, and who supply a self-addressed, stamped envelope.

All formal bids are evaluated by the Purchasing Agent or the designated representative. The contract award shall be made to the lowest responsive and responsible bidder.

The Purchasing Agent has the right to reject any or all bids, and to waive any informalities in the bid process. The Purchasing Agent further has the authority to reject a bid if the bidder has previously failed to complete contracts of a similar nature.

Competitive Negotiations:

Competitive negotiations are used for the procurement of professionals and other than professional services. They are solicited by a “Request for Proposal.” They will be posted on the Purchasing Department bulletin board, and may be published in a newspaper of general circulation, at least ten (10) days prior to the date of closing.

Sealed Proposals must be mailed or delivered to the Purchasing Department, P. O. Box 1112, Martinsville, Va. 24114-1112. They must be received in the Purchasing Department on or before the date and time stated for closing of the proposal. Proposals received after the designated date and time will not be considered (and shall be returned to the offeror unopened.) Envelopes containing proposals must be sealed and clearly state on the outside the company name, proposal number, and closing.

Names of offerors submitting proposals shall be read publicly at the date, time, and place stated on the proposal document. All vendors, sales, staff, press, and interested public may attend. Proposals received shall be publicly opened at the date, time, and places stated on the proposal document. The names of firms submitting proposals shall be read aloud. No other information shall be provided at that time.

The proposals received will be reviewed, evaluated, and ranked. Competitive negotiations may then be conducted with the firm(s) submitting the most acceptable proposal.

Contract awards shall be made to the offeror who, in the City's opinion, submitted the most advantageous proposal.

RESPONSIVE AND RESPONSIBLE BIDDER

A responsible bidder or offeror shall mean an individual, company, firm, corporation, partnership or other organization who has the capability in all respects, to perform the contract requirements and the moral and business integrity and reliability which will assure good faith performance, and who has been pre-qualified, if required.

A responsive bidder or offeror shall mean an individual, company, firm, corporation, partnership or other organization who has submitted a bid which conforms in all respects to the invitation to bid or request for proposal.

ALTERNATE/EQUAL

Unless otherwise provided in the request for bid, the name of a certain brand, make, or manufacturer does not restrict bidders to the specific brand, make, or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the City in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purposes intended, shall be accepted. The decision of approval of all alternates shall be between the Purchasing Department and the using department. The burden of proving that an alternate is equal shall rest with the bidder.

ERRORS IN SUBMITTING BIDS

If an error is detected prior to the bid/proposal opening/closing, the vendor may obtain the bid/proposal from the Purchasing Department. Prior identification showing proof of employment shall be required. The error may be corrected by drawing a single line through the mistake, making the correction, and initialing it in ink.

The bid/proposal must be resubmitted before the specified closing date and time. However, after the bid/proposal opening/closing, all bids must stand as submitted.

UNIT PRICE GOVERNS

In the event of error in extension, unit price governs, unless stated otherwise in the invitation to bid

SPLITTING BIDS

The Purchasing Agent has the right to make an award on a total bid or individual item basis, whichever is in the best interest of the City.

When submitting a bid on an “all or none” basis the vendor must clearly state the condition on the bid. However, when in the best interest of the City to split the bid, “all or none” bids shall be rejected.

NOTIFICATION OF SUCCESSFUL BIDDER

Successful bidders will be notified by receipt of a signed purchase order or other contractual agreement indicating bid award.

PROTEST OF AWARD

Any bidder or offeror may protest the award or decision to award a contract by submitting such protest in writing to the Purchasing Agent, no later than ten (10) days after the award or announcement of the decision of award, whichever occurs first. No protest shall be for a claim that the selected bidder or offeror is not a responsible bidder or offeror. All written protests and subsequent appeals shall be in writing and include the basis for protest and the relief sought. The Purchasing Agent shall issue a decision in writing within ten (10) days after receipt of protest stating the reasons for the action taken. This decision shall be final unless the bidder or offeror appeals to the City Manager within ten (10) days of the written decision. The City Manager shall respond within ten (10) days.

PUBLIC INSPECTION OF CERTAIN RECORDS

All proceeding, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm, or corporation, in accordance with the Virginia Freedom of Information Act.

Cost estimates prepared by the City relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

Upon request, any bidder shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids, but prior to award, except in the event that the public body decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract.

Upon request, any competitive negotiation offeror shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed, but prior to award, except in the event that the City decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

Trade secrets of proprietary information submitted by a bidder or offeror in connection with the procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act, however, the bidder or offeror must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

DELIVERIES

All shipments to the City of Martinsville must be made to the location designated on the purchase order. The purchase order number must appear on the shipping or delivery ticket. Deliveries to the Central Warehouse are received between the hours of 7:30 a.m. and

11:30 a.m. and between 1:00 p.m. and 3:30 p.m., Monday through Friday.

All purchases are normally made F.O.B. Martinsville, Destination, or Ridgeway. Unless otherwise specifically stated, the City's title to goods occurs upon satisfactory delivery at the point shown on the purchase order.

Failure to meet specific delivery schedules may result in cancellation of the order.

TAXES

State, local and federal taxes are not to be included in any bid to the City. Our federal tax exemption number is 54-6001415, and an exemption certificate will be furnished upon request.

INVOICES

In order to receive payment for goods and services furnished to the City of Martinsville, the vendor is required to submit an original invoice to the agency designated on the purchase order.

Invoices must show the following: the vendor's invoice number, City purchase order number, complete descriptions of the goods or services furnished, quantity, unit prices and extensions, the discount terms, and name of department/division to whom the shipment was made.

PAYMENT

After the delivery, acceptance of the goods or services, and receipt of an original invoice, the using agency will authorize payment. Checks are then issued by the Finance Department. Questions concerning payment should be directed to the invoiced agency.