



DOING BUSINESS

WITH

THE CITY OF BURLINGTON

INTRODUCTION

The purpose of this Vendor Guide is to acquaint prospective vendors and contractors with the purchasing policies and procedures used by The City of Burlington. It is The City of Burlington's policy to maintain and practice the highest possible standards of business ethics, professional courtesy, and competence in working with vendors and contractors.

Prospective vendors and contractors who wish to do business with the City should be financially sound and be able to perform to all specifications, delivery requirements, insurance requirements, services, and any other stipulations required by the City. Prospective vendors are encouraged to send a catalog or other listing of products and services offered. If a vendor feels the need to make personal contact with the Purchasing Department, appointments are preferred.

The Purchasing Department

The Purchasing Department is the City office responsible for the acquisition of supplies, and equipment; certain contractual and service agreements; the bid process and contractual assistance for construction and repair projects.

In addition, the department oversees the Purchasing Warehouse. All surplus property no longer needed by the City departments are turned in to the warehouse and sold or disposed of.

The Purchasing Department adheres to the North Carolina General Statutes and the City of Burlington's local policy in order to maintain integrity and achieve fair and equitable competition for all vendors and contractors.

Department Visitations

Vendors are permitted to visit individual City departments; however, vendors must recognize that such visits are informational only. Departments are not authorized to enter into contracts on behalf of the City without prior approval and authorization of the Purchasing Department.

Bid Information

The City of Burlington will make every effort to solicit bid responses from all interested vendors. Bidders may contact the Purchasing Department to obtain any solicitation that interests them.

Purchasing Methods

The Purchasing Director will determine which purchasing method will be most advantageous to The City of Burlington. Those methods may include:

Invitation for Bid (IFB): The Invitation for Bid method is generally used in establishing contracts for supplies, materials, or equipment, over \$90,000. Responses must be in writing and must be delivered in a sealed envelope to the Purchasing Office by the date and time specified in the bid documents. Faxed bid documents are not acceptable.

Request for Proposal (RFP): The Request for Proposal method may be used in establishing contracts, which seek creativity or different ways of accomplishing a task. The RFP may be handled in the same manner as an IFB, or it may be a two-step procurement process. If the two-step procurement process is used, separate sealed technical and cost responses are requested. Proposals must be in writing and must be delivered in a sealed envelope to the Purchasing Office by the date and time specified in the proposal package. Faxed proposals are not accepted.

Request for Quotation (RFQ): The Request for Quotation method is generally used for all informal bids for the acquisition of supplies, materials or equipment. A RFQ may be in the form of a written request, electronic mail, or by fax. The document may be returned by mail, email or faxed back to the agency as long as it has been signed with the authorized vendor signature.

Responding to IFBs/RFPs

The Invitation for Bid or Request for Proposal provides all the necessary instructions, a complete description of the requirement with specifications, and terms and conditions to enable the preparation of a bid.

Vendors are responsible for carefully reading the IFB/RFP and understanding its content. Vendors who have previously submitted bids for the same commodity or service should not presume that the specifications, terms, and conditions are necessarily the same.

All solicitation documents must be properly signed and executed in the designated place(s). An authorized signature is required. Failure to properly execute a bid may result in the bid being rejected.

Minority Business Enterprise

The City of Burlington is committed to helping qualified Minority Business Enterprise (MBE) and Women-Owned Business Enterprises (WBE) gain a fair position in the City's economic mainstream through our purchasing programs. If you would like to be added to our Minority or Women-Owned Business list, please contact the Purchasing office.

Vendor's Invoices

To expedite payment for goods and services, the vendor should submit the original invoice showing the purchase order number to the "Ship and Bill to Address" reflected on the purchase order.

E-Verify

Local governments are prohibited from entering into contracts if the contractor/vendor (and their subcontractors) are not compliant with North Carolina's E-Verify law. E-Verify is a free, web-based system that allows participating employers to electronically verify the legal employment status of newly hired employees.

Vendor Form

If you would like to be added to the vendor's list, the vendor form is located on the City website. Once submitted to the Purchasing Department, your company information is added to the database. This database is for the Purchasing Department's use; it does not mean you will automatically receive a bid.

Surplus Property

The City sells all surplus property on GovDeals.com. The Purchasing Department website also provides a link to the GovDeals website which is an electronic auction for government agencies to post its surplus property. On the GovDeals website you may find surplus vehicles, computers, and other various equipment and supplies.

Gifts and Favors from Vendors

It is unlawful for any vendor to give gifts or favors to any employee of a governmental agency who is charged with preparing plans, specifications, or estimates for public contracts, awarding or administering such contracts, or inspecting or supervising construction. It is also unlawful for a governmental employee to willfully receive or accept such gifts or favors. Such circumstances are set forth in N.C.G.S. 133-32 and include honorariums for participation in meetings, items of nominal value, meals and banquets, or customary gifts based on friendship or a family relationship. Vendors are expected to abide by these laws and policies as well as City of Burlington procedures.

Thank you for your interest in participating with the City of Burlington bid process.