

Introduction

This guide has been prepared as a brief introduction to acquaint you with the purchasing procedures of the City of St. George, Utah. Familiarity with these procedures will aid you in marketing your goods or services to the City for consideration. This information can also be found on the City's web site at www.sgcity.org. Please be sure to complete and return the Bidders List Application form contained in this packet.

This packet is information only and does not supersede the formal purchasing policies and procedures of the City. Should you have questions that are not answered herein, please call Purchasing at 435-627-4700, e-mail: purchase@sgcity.org or visit our office at 175 E 200 N, St. George, UT 84770.

Purchasing Division Objective Declaration

To maintain a Centralized Purchasing System consisting of the procurement and control of materials, supplies and resources which is designed to maximize the effectiveness of the tax dollar, while providing timely and adequate support of the City's needs for materials and service.

PROCUREMENT POLICIES

Purchasing is guided in its procurement procedures by several established policies.

These policies are:

1. To conduct all procurement in accordance with the Utah State Law and the City of St. George Purchasing Ordinance
2. To obtain the required quantity and quality of materials at the most cost effective price
3. To maximize competition, and provide interested and qualified individuals or firms with the opportunity to offer their products or services to the City.

CODE OF ETHICS

Purchasing is a basic business function. Sound purchasing practices are integral to credibility and reliability in the everyday activities of government. Purchasing activities are of public interest and a matter of public record. The City Purchasing Department is governed by the highest ideals of honor and confidence and integrity in all public and personal relationships in order that we may merit the respect and inspire the confidence of the agency and of the public which we serve.

Gifts & Gratuities

Under no circumstances will any City employee accept directly or indirectly, gifts or other items of value from individuals or firms in which it could be expected to have an influence in the performance of his/her official duties or be intended as a reward for any official action on his/her part. The City employee will not seek nor dispense personal favors.

Who Purchases for the City

The City has a centralized Purchasing Division. The Purchasing Division is the authority for all material, services, construction and supply purchases. No purchase is made without a properly authorized purchase order or authorized City credit card.

Hours of Business

The Purchasing office is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday with the exception of Holidays. Visitors may visit the Purchasing Office without appointment, but appointments will guarantee availability. Appointments may be made by telephoning (435) 627-4717.

Vendor Registration

The City of St. George uses a registration system where individuals or firms can select areas of interest to receive written notification of formal solicitations and quotes in those areas. If an individual or firm fails to respond twice in any one area, their name is removed from that area only. The individual or firm is entered in Purchasing's computer system which provides quick access to a list of individuals or firms for a specific need. You may register with the City by requesting a Bidder's Mailing List Application through the Purchasing Department at (435)627-4717 or online at www.sgcity.org. A Business License Application can also be found on this site.

Local Preferences

In awarding bids for public work or the procurement of supplies or services, preference shall be given to residents of Washington County when quality, suitability and performance are equal. If the local bidder is within five percent (5%) of the non-local low bidder, the award of the bid shall be offered to the local bidder, at the non-local low bidder's bid amount. Acceptance of the offer shall be submitted, in writing, to the Purchasing Department within seventy-two (72) hours after the notification. Such notice shall contain the exact price of the bid submitted by the non-local bidder.

Local Vendor is defined as a business having:

1. a commercial office, store, distribution center, or other place of business located within the boundaries of the City, with the intent to remain on a permanent basis.
2. a current St. George City business license (to obtain, go to www.sgcity.org)
3. at least one employee physically present at the local business outlet.

All three criteria must be met in order to qualify as a local vendor.

Preferred Vendor List and Performance Monitoring

It is the goal of the City to recognize those suppliers who provide superior service and products.

Realizing that our suppliers are an important part of our success, the City is in the process of monitoring our vendors performance. With the information on cost, delivery and service feedback received from the using departments within the City, the purchasing department will compile a "Preferred Vendor List" which will be given consideration for award of upcoming opportunities. This information will be shared by other City, County and State procurement personnel.

CURRENT PROJECTS & BID OPPORTUNITIES LISTING

A list of current projects and formal requests for bid can be found on the City web site under the Purchasing Division, Public Notice area at www.sgcity.org. The Public Notices are also published two (2) times in the local paper, normally on Wednesday and Sunday. Plan Holder/Bidder's List and Bid results are also posted on this web site. For more information, to receive a copy of plans and specifications or to obtain information by mail, please contact the Purchasing Department at (435)627-4717. You can also send your request by email to purchase@sgcity.org

SOLICITATION INSTRUCTIONS AND PROVISIONS

Each solicitation will include a set of instructions and general provisions. Prospective suppliers should pay close attention to the instructions to bidders, the specifications and the provisions included in each request for bid announcement.

DELIVERIES

All shipments to the City must be made to the locations designated on the purchase order.

Deliveries may be required to be made to different departments or divisions located in various parts of the City. The purchase order number **must** appear on all shipping documents. Failure to meet specified delivery schedules may result in cancellation of the order.

Deliveries normally must be made in the exact quantity called for on the purchase order. Partial deliveries, however, if required are accepted in some instances.

Proper labeling and material safety data sheet (MSDS) on all products covered by the Hazard Communications Act-29 CFR 1910.1200 are to be provided to the City at the time of delivery.

INVOICES

The City of St. George terms is net 30 days. Checks are issued and mailed out weekly.

Invoices shall be prepared and submitted to the City, attention: “Accounts Payable” for all items purchased. Invoices should contain the following information:

1. purchase order number
2. description of item
3. quantities shipped
4. unit price
5. shipping charges
6. ship to location

The City is not subject to sales tax. Tax Exempt Certificates are available online at www.sgcity.org or by calling the Purchasing Department at (435) 627-4700.

PURCHASING CONTACT & PAYMENT INQUIRIES

You may direct any inquiries regarding payment information to the following:

Raquel Mortenson
(435)627-4718

or Accounts Payable at: (435)627-4749

To send a fax to Purchasing or Accounts Payable: **Fax # (435) 627-4731**

Frequently Asked Question

Q. How do I market my services or products to the City?

A. *You can send you information in my mail, or stop in the City office at 175 E 200 N, St. George. In addition, you will need to download and fill out the “Bidder’s Application” found on our website.*

Q. How do I get on the City’s bidders list?

A. *You can register by completing the Bidders List Application. This can be obtained by going to www.sgcity.org or by calling the Purchasing Department at (435)627-4717 or 435-627-4719. You can also stop by the Purchasing office, located at 175 E 200 N, St. George, UT, 84770. In the near future you be able to register on line.*

Q. How do I pay for plans and specification packages?

A. *You can pay by company check or cash. Sorry but we do not accept credit cards as payment for plans and specification documents.*

Q. How do I obtain a plan holders or bidders list on each open project?

A. *Please check online under “open bids”. There will be a daily updated list of plan holders at the bottom of the details.*

Q. If I submit an invoice, when can I expect payment?

A. *Please allow 15 days for processing. Checks are issued every week. Please note that the invoice must be approved and coded by using department before being submitted by Purchasing to accounts payable for payment.*

Q. How do I find out about upcoming projects?

A. *Projects are advertised on the City web site at www.sgcity.org and in the local paper. Follow the Instructions to Bidders outlined in the Public Notice.*

