CITY OF HOT SPRINGS, ARKANSAS

PURCHASING DIVISION

Opportunities

For

Vendors

October 2009

IT IS THE GOAL of the City of Hot Springs to acquire materials, supplies or services at the best possible price in an open and competitive environment. Maintaining an equitable partnership with the business community is paramount to the City.

PURCHASING PROCEDURES

The City's Purchasing Ordinance (Ordinance No. 5387, as amended) is the basis of all transactions conducted by the Purchasing Division. Purchases are authorized by issuance of a purchase order from the Purchasing Division or by a contract approved by the Board of Directors based on the request and needs of each City department. Vendors should not supply goods or services to the City without a purchase order or formal contract. Exceptions include petty cash purchases and certain direct payment items and purchases made with the City purchasing card. Purchases will be awarded to the lowest responsible bidder conforming with specifications, price and other relevant factors considered.

Purchases costing less than $10,000 may be made using informal methods such as telephone or fax. Purchases of less than $1,000 may be made directly by the requesting department. Items over $1,000 but less than $10,000 must be obtained and approved by the Purchasing Division.

FORMAL QUOTES

Purchases costing more than $10,000 but less than $20,000 are made by the Purchasing Division after the receipt of written sealed bids. Informal sealed bids may be submitted by mail or in person to the Purchasing Division prior to the stated opening date. The average bid period is five to ten days. Informal bids are opened in the Purchasing Division at the time specified by the Purchasing Agent.

FORMAL BIDS

Purchases costing more than $20,000 require a formal advertised, sealed, competitive bidding process. Formal bids will be advertised in the local newspaper and through other media as appropriate. Copies of the bid packet consisting of the required bid forms and specification documents will be mailed to those vendors requesting bid packets. Vendors must submit a completed bid form to be considered for award in accordance with the terms and conditions of bidding as stated in the bid packet. Public notice will be given for a period of ten (10) to thirty (30) days depending on the complexity of the purchase. After the opening of bids, tabulations and recommendations of the Purchasing Agent and requesting Department Head will be forwarded to Board of Directors for bid award consideration.

Some “Invitation to Bid” and “Request for Proposals” packets are posted on the City's web site for electronic availability to vendors. The City's web address is www.cityhs.net. Click on “Business,” “Bids-RFP Posting.” Vendors may also subscribe to an automatic email notification service of bid postings. Click on “Services,” “E-Subscriptions.”

The City reserves the right to reject all bids with or without cause and to waive minor irregularities.

Formal sealed bids are opened at the time and place as specified in the bid packet. Bid openings are scheduled on selected Mondays at 2:00 p.m. in the Finance Conference Room, 517 Airport Road, Hot Springs, Arkansas.

Bid openings are open to the public and vendors are welcome to attend. Following a bid opening, bid packets are open to public review. Bid tabulations will be provided upon request.

PURCHASING CARD

The City may choose to use a “purchasing card” (credit card). Selected employees are issued the card with their name on it. **ONLY THE EMPLOYEE WHOSE NAME IS ON THE CITY CARD IS AUTHORIZED TO USE THE CARD.** Each transaction is limited to $1,000, including taxes and delivery.

GENERAL INFORMATION

BIDDERS' LIST

Vendors wishing to do business with the City should provide the following information to the Purchasing Division: vendor firm name, contact person, address, telephone number, fax number, e-mail address, brief description of products or services provided and vendor catalogs, product brochures.

INSURANCE AND BONDING

When deemed necessary, bonding and insurance requirements will be specified in the bid documents. Bid bonds must be provided with the vendor's bid. Insurance certificates must be provided prior to bid award.

ANNUAL CONTRACTS

Many of the materials, supplies or services that are needed continually are purchased through annual supply contracts (ASC). ASC's are awarded once each year and are effective for a twelve month period. For a list of ASC's and the bid dates contact the Purchasing Division.

SOLE SOURCE PROCUREMENT

Sole source procurement costing less than $10,000 must be justified by the requesting department and approved by the Purchasing Agent. Sole source procurement costing more than $10,000 must approved by the Board of Directors.

DEMONSTRATIONS AND SAMPLES

Vendors desiring to give product presentations or demonstrations should contact the Purchasing Division. The Purchasing Agent will arrange appointments with staff members interested in viewing presentations. Vendors may submit product samples at no cost to the City provided the samples are clearly marked "SAMPLE." Samples will only be returned to the vendor upon request after bid award.

CODE OF ETHICS

City officials are bound by the City's Code of Ethics and those of the National Institute of Governmental Purchasing with regard to gifts and considerations from vendors.

INSPECTIONS

When deemed necessary or desirable, City representatives may visit a vendor's facilities for product inspection purposes. In some circumstances, vendors may be requested to demonstrate equipment or products at City facilities.

SALE OF SALVAGE/SURPLUS

Scrap metals, used equipment and obsolete materials are normally sold on EBay; however, individual items may be sold through competitive bid.

INVOICE PAYMENTS

To insure prompt payment:

Deliver merchandise to the Purchase Order delivery address.

Provide an invoice, in duplicate, to the **City of Hot Springs, Purchasing Office, P.O. Box 6300, Hot Springs, AR 71902**. Invoices must show the purchase order number, a complete description, quantity, unit price and extension.

The City honors all payment discounts and terms it can reasonably meet. The City is prohibited from paying interest by the Arkansas Constitution.

TAXES

The City of Hot Springs is not exempt from Federal Excise Tax and State of Arkansas Sales and Use Tax except with regard to vehicle purchases. Proper taxes should be added to all invoices. For assistance in determining the proper tax rate due to jurisdictional differences, contact the Purchasing Division.

Bids will not be considered from vendors owing any delinquent funds to the City of Hot Springs.

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

It is the policy of the City of Hot Springs to give small and/or minority businesses (disadvantaged businesses) a maximum opportunity to bid on City contracts. Firms owned by minority, women or disabled individuals are also encouraged to enter bids. The City utilizes the Directory of Small and/or Minority Business Enterprises published by the Arkansas State Highway and Transportation Department in an effort to solicit bids from disadvantaged business enterprises. For assistance in becoming certified as a disadvantaged business enterprise, contact the Purchasing Division.

ASSISTANCE TO BIDDERS

Information and assistance in bid preparation is always available through the Purchasing Division. Any questions regarding how to conduct business with the City should be directed to the Purchasing Division.

CONTACT INFORMATION

CITY OF HOT SPRINGS

Purchasing Office
517 Airport Road
Hot Springs, AR 71913

Telephone: 501-321-6830
Fax: 501-321-6833