



CITY AND COUNTY OF DENVER

DEPARTMENT OF GENERAL SERVICES Purchasing Division

www.denvergov.org/purchasing

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How to Do Business with the City & County of Denver

INTRODUCTION

The primary purpose of this communication is to advise interested vendors about the procurement policies and procedures of the Central Purchasing Division of the City and County of Denver (referred to in this document as the **City**).

If you offer a commodity or service, your prices are competitive, and the service is reliable, we encourage you to pursue opportunities to do business with the City. City agencies spend millions of dollars annually for equipment, services, and supplies. These goods/services purchased by the City and County of Denver cover a broad range of need. The Purchasing Division is continuously searching for responsible sources to supply the City's needs.

PURCHASING AUTHORITY

The Charter Article II Part 9.3, Denver Revised Municipal Code (D.R.M.C.) Chapter 20 Article IV Division 2, and Fiscal Accountability Rule 8.0 provide the legal authority, policy and procedure for the manner in which the Purchasing Division procures goods and services for agencies of the City.

PURCHASING- CITY AND COUNTY OF DENVER

It is the goal of the City's Purchasing Division to obtain quality goods and services at the lowest possible cost from qualified, responsive, responsible vendors. Every purchase is made in the City's best interest while providing all vendors a fair and equal opportunity to do business with the City.

The City's Purchasing Division invites all qualified vendors to actively participate in the City's procurement processes.

LOCATION AND OFFICE HOURS

The City and County of Denver Purchasing Division is located at 201 West Colfax Avenue, Dept 304 (eleventh floor), Denver Colorado, 80202, in the Webb Municipal Building. Direct correspondence to this address.

The telephone number for the Purchasing Office is 720-913-8100, the fax number is 720-913-8101. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday with the exception of the legal holidays observed by the City.



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PROCEDURAL INFORMATION

Purchasing does not use a common mailing list for bids (Buyers develop and maintain individual bid lists for the commodities they deal with) nor does Purchasing require vendors to register in order to do business with the City.

Information pertaining to our proposals/awards is available upon request and Purchasing diligently works to ensure all vendors have equal access to this information. We accomplish this by:

(1) **Our Web Site** (<http://www.denvergov.org/purchasing>) – You may download bid proposals directly from our Web site so you may “**Skip the Trip**” to our office. If you do not have access to the Internet, proposals can be obtained at our office, or they can be mailed to you.

To download proposals, go to our Web site and click on the Denver Procurements link, then select the proposal that interests you and follow the instructions for downloading. These proposals are in PDF format and require Acrobat Reader, which you may download free from a link on our Web Site! A small portion of our proposals **may not** be posted on our Web site due to technical constraints **or if a Web presence is not appropriate for a particular proposal** (in which case, you may obtain a copy from our office).

We’ve created **Automatic E-mail Subscriptions** on our Web Site where you may subscribe to one or both topics below and receive “automatic” e-mail notifications when that topic has been modified. You may access this page by going to our web site (<http://www.denvergov.org/purchasing>), then click on Receive Automatic E-mail Subscriptions, then on your desired topic: follow the instructions and you’ll begin receiving notifications shortly after the next modification. The two Purchasing related topics are:

1. PURCHASING CONTACT REPRESENTATIVE LIST - This subscription contains the name, address, phone, and fax numbers of the Purchasing Contact Representative (PCR) for each City agency. PCRs are responsible for initiating a procurement request and are a good source of information about upcoming business opportunities with that agency.

2. INVITATION TO BID - This subscription contains a notification of “New” *Open Proposals* available for downloading from the Denver Procurements section of our web site. It also contains a link to the Denver Procurements page so you may hyperlink directly to the page and begin downloading proposals when you receive the notification.

NOTE: THIS SUBSCRIPTION WILL NOTIFY YOU OF ALL NEWLY ISSUED SOLICITATIONS AND IS NOT COMMODITY SPECIFIC AT THIS TIME.

Additionally, we have provided a “**Contact Us**” section on our Web site. This section contains the name, title, phone, and e-mail address for each of our Buyers and a summary of the commodities for which they’re responsible. Our Buyers acquire the goods/services requested by City agencies and are your best

source for information pertaining to Purchasing policies/procedures and existing, awarded proposals. You may access this section by going to our web site and clicking on the [Contact Us](#) link. If you're planning on visiting our offices and wish to speak with a Buyer, we request you call in advance and make an appointment with that particular Buyer.

(2) Legal Advertising - Purchasing advertises Formal proposals (greater than \$24,999.99) on the Official City Notice page of our web site, or other medium as deemed appropriate.

(3) You may also obtain copies of open proposals by **visiting our offices** during normal business hours. We're located at 201 West Colfax Avenue, Dept 304 (eleventh floor), Denver, CO 80202. Our main phone number is 720-913-8100, and our hours are 8:00 AM through 5:00 PM, Monday through Friday, holidays excluded. Appointments are required if you need to speak with a Buyer.

In most cases, the lowest, responsive bid from a qualified and responsible vendor whose bid meets or exceeds the requirements and specifications of the proposal determines the bid award.

PROCUREMENT METHODS

There are basically three methods of procurement which the City utilizes to provide goods and services for City agencies, as set out in the D.R.M.C. 20-63 and 20-64. Those methods are:

A) FORMAL PROCEDURE –

The Formal Procedure is followed when the goods or services being procured amount to \$25,000.00 or more. This method requires a sealed bid, formal advertisement and, in many cases, proof of insurance and bonding.

B) INFORMAL PROCEDURE –

The Informal Procedure is followed when the goods or services being procured are less than \$25,000.00 and greater than \$5,000.00. This method does not require formal advertisement nor a public opening but, in many cases, may require proof of insurance and bonding. Informal Bids may be issued (and responses MAY be made) via fax, US Mail, e-mail and/or solicitation of pricing may simply be a telephonic request from the Buyer.

NOTE: THE MAJORITY OF INFORMAL SOLICITATIONS ARE NOT POSTED ON OUR WEB SITE. VENDORS ARE ENCOURAGED TO PERIODICALLY CONTACT THE BUYER WHO HANDLES THE GOOD/SERVICE THE VENDOR SELLS.

C) OPEN MARKET --

The Open Market Procedure is for procuring goods or services that amount to \$5,000.00 or less. This method does not require formal advertisement but in some cases may require proof of insurance and bonding. Goods or services amounting to \$5,000.00 or less may be bid at the Buyer's discretion if it is determined bidding would be in the best interests of the City and County of Denver.

BID SECURITY DEPOSIT

Some Formal bids require a bid security deposit to be submitted by the bidder in the form of a check or a bond. It is a guarantee to the City that the successful bidder will accept the contract or purchase order and provide the required Payment/Performance Bond.

If a bid security deposit is required, this requirement, as well as the amount, will be stated in the Invitation for Bid. When the bid is submitted, the bidder must furnish a bid security deposit in a form of a bid bond or a cashier's check in the amount required, made payable to the City and County of Denver.

PERFORMANCE BOND

A Payment/Performance Bond or Irrevocable Unconditional Letter of Credit is a guarantee to the City that the successful bidder will furnish the goods or services as stated in the bid, complete the project to the City's satisfaction and pay its employees/subcontractors/suppliers pursuant to the requirements of the contract.

No personal or company checks are acceptable.

RECEIPT AND OPENING OF BIDS AND PROPOSALS - BIDDERS' RESPONSIBILITY

It is the bidder's responsibility to ensure that any bids submitted are sealed and identifiable prior to delivery to the City's Purchasing Division. Either an envelope or a box may be used.

If a bid is hand-delivered, it is the bidder's sole responsibility to ensure that a bid is time stamped and physically deposited with the Purchasing Division prior to the time and the date specified on the cover page of the Bidder's Proposal or Request for Proposal.

Bids received via U.S. Mail or other express mail services will be time-stamped by the Purchasing Division.

The sealed envelope or container must bear the official Bidder's Proposal or Request for Proposal number and the official bid due time and date clearly marked on the cover of the Bid Document.

BID OPENING TIMES

Bid opening times are listed on the cover page of the Bidder's Proposal or Request for Proposal (RFP). The bidders and the public are invited, but not required, to attend the formal opening of bids and proposals. Prices are read aloud at the bid opening. No decision is made relative to an award of a contract or a purchase order at the bid opening.

Buyers will **not** repeat prices over the phone.

For RFPs, no prices will be revealed until after the evaluation has been completed and an award has been made.

After analysis and award, all successful bids and tabulation sheets are kept by the Purchasing Division for a period of time which is established by ordinance. After award, the documents are available for inspection. Please make an appointment with the appropriate Buyer to view bid results.

Bids or RFPs received at any time AFTER the date/time set forth on the cover page will NOT be considered.

AWARD POLICY -- CRITERIA FOR AWARD

Award will be made to the bidder that meets specifications and other requirements of the Bidder's Proposal or Request for Proposal. The award will be made to the lowest, responsive, responsible, qualified bidder; considering price, responsibility, reliability, capability of bidder, availability of funds, and all other relevant factors.

The appropriate Buyer will notify the successful bidder(s) in writing.

PAYMENT PROCEDURE

After delivery of goods or services ordered, the vendor must prepare and submit an invoice to the Bill To address. The relevant agency is always specified on the purchase order or the contract.

When merchandise is received by the agency, it is inspected and checked against the specifications and a receiving report is prepared. The receiving report is then matched with the vendor's invoice and the purchase order form. If all of these documents are in order, the invoice is certified for payment and a payment request is sent to the City Controller's Office where a payment is mailed to the vendor.

For large orders requiring partial or periodic deliveries and involving sizable amounts of money, separate invoices may be submitted for each delivery and partial payments will normally be authorized by the using agency.

Vendors will expedite receiving their payment by preparing and mailing the invoice in strict accordance with the instructions given on the purchase order.



How to do business with the City & County of Denver Purchasing Division

DO NOT SEND THE INVOICE TO THE PURCHASING DIVISION. THIS WILL ONLY RESULT IN THE DELAY OF PAYMENT SINCE THE INVOICE WILL EITHER BE RETURNED TO THE VENDOR OR FORWARDED TO THE APPROPRIATE AGENCY.

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES AND ALL CORRESPONDENCE.

PAYMENT WILL NOT BE MADE TO A PARTY OTHER THAN THE VENDOR WHOSE NAME APPEARS ON THE PURCHASE ORDER UNLESS SPECIFIC AUTHORIZATION IS GRANTED BY THE CITY.

NOTE: THE CITY ADMINISTERS A PROCUREMENT CARD (CREDIT CARD) PROGRAM THAT IS UTILIZED TO MAKE PAYMENT FOR MANY SMALL DOLLAR PURCHASES.

PROMPT PAYMENT

Prompt payment is the City's commitment to pay without delay. You may be entitled to interest if the City is not successful in paying within 30 days from the receipt date of a complete and responsive invoice. For more information, contact the Controller's Office.

TAXES

Denver revised Municipal Code (D.R.M.C.)Section 53-97. - Exemptions.

There shall be exempt from taxation under the provisions of this article the following:

All sales to the United States government, to the state, its departments and institutions, and the political subdivisions thereof only when purchased in their governmental capacities.

LIVING WAGE

Every person employed by any contractor or subcontractor to the City, pursuant to a direct service contract with the City, engaged in the work of a parking lot attendant, security guard, or child care worker at any public building or public parking facility owned by the City, or clerical support worker (the "covered workers"), shall be paid not less than a "living wage" as defined by the US Department of Health and Human Resources for a family of four. The specific wage required to be paid to these categories of workers will be set forth in the bid document. SEE DENVER REVISED MUNICIPAL CODE, SECTION 20-80.

PREVAILING WAGES

Prevailing wages are the most commonly paid wages in the Denver Metropolitan area for various classes of laborers, mechanics, and workers which are required for construction, alteration, improvements, repairs, maintenance, demolition of any public building or public work, or for operation of such public building. This wage shall be the minimum wage for contractors or subcontractors to the City and County of Denver. SEE DENVER REVISED MUNICIPAL CODE, SECTION 20-76. The Auditor's Prevailing Wage section can be reached at 720-913-5009.

Every worker, mechanic or other laborer employed by any subcontractor in the work of drayage, or of construction, alteration, improvement, repair, custodial care, security services, maintenance or demolition of any public building or public work by or in behalf of the City and County of Denver, or financed in whole or in part by the City, shall be paid not less than the wages prevailing for the same class and kind of work in the Denver Metropolitan area as determined by the City's Prevailing Wage Ordinance.

The specifications for every contract in excess of two thousand dollars (\$2,000.00) to which the City or any of its agencies is a party shall contain a provision stating that minimum wages are to be paid as determined by the City's Prevailing Wage Ordinance. Wage rates are determined by the Career Service Board based on the Federal Davis-Bacon Act.

Questions about wage rates for specific Invitation for Bids should be directed to the Buyer in charge of the bid, the Career Service Authority, and/or, the Auditor's Office of Prevailing Wages.

PROCUREMENT TYPES

OPEN MARKET PURCHASES --"AS NEEDED" OR "ONE TIME"

The Purchasing Division buys many items on an "as needed" basis for City agencies. A firm price is requested for a fixed quantity with single or multiple delivery dates.

Depending on the estimated dollar amount of the purchase, the Formal sealed bid method or Informal Bid method may be used. A purchase order is issued to the successful Bidder.

MASTER PURCHASE ORDERS / CONTRACTS (CITY-WIDE)

The Purchasing Division establishes extended term contracts for goods or services commonly used in volume by all or multiple City agencies. These contracts are awarded by the Formal sealed bid method for definite periods of time, usually one year. These contracts are "open end" imposing no obligation upon the City other than the requirement to purchase from a successful contractor such quantities as may be needed by the City during the effective dates of the contract.

The successful vendor is mailed a **Notice of Award**. Receipt of this notice does NOT authorize shipment. Shipment is authorized only by the using agency(ies) placing orders against the extended term contract number.

MASTER PURCHASE ORDERS / CONTRACTS (DEPARTMENTAL)

The Purchasing Division establishes term contracts for estimated quantities for specific products or families of products or services for use by specific City agencies. The Formal sealed bid procedure is normally used; however, the Informal Bid procedure may be used if the total purchase is estimated to be less than \$25,000.00 annually.

The successful vendor is mailed a Notice of Award. Again, receipt of this notice does NOT authorize shipment. Shipment is authorized only by the using agency(ies) placing orders against the extended term contract number.

SCHEDULED PURCHASES

The Purchasing Division conducts scheduled procurements for consolidated purchases of certain commodities such as food, clothes, lumber, etc. Agency requirements may be consolidated for delivery to a single FOB point or each agency's requirement may be listed separately for separate deliveries. The Formal sealed bid procedure is generally used. The Informal Bid procedure may be used if the total purchases are estimated to be less than \$25,000.00.

Purchase orders are generally issued to the successful vendors pursuant to this type of contract.

BLANKET PURCHASE

The City's Purchasing Division establishes blanket purchase orders for use by agencies on an as-needed basis. The blanket purchase orders are used to buy a particular family of products usually based upon a sporadic or unique need/professional preference/ or 'sole source' justification. Firm pricing is requested based on pickup by City personnel or delivery by the vendor. A purchase order is issued covering an estimated dollar amount. No guarantees are made or implied that the amount shown on a blanket purchase order will actually be spent. Once a blanket purchase order is issued, an agency may purchase directly from the vendor without prior approval of the Purchasing Division.

PROCUREMENT CARD (PCARD)

Procurement Card (PCard): The authority provided by the Director of Purchasing to agencies under the Mayor to use a procurement card to conduct small dollar and contract based procurements without the necessity to requisition through the Purchasing Division

Vendor/merchant will be informed that the purchase will be made with a City and County of Denver procurement card.

The purchase is tax-exempt. The Cardholder will review the receipt before signing and if taxes are included, request a credit. If the purchase was made by phone/mail order purchase, and sales taxes were charged, the Cardholder will contact the merchant and request that a credit be processed for the amount of the tax charged.

When the PCard is used to make any telephone purchases, the merchant understands that charges are not to be billed until the item(s) have been shipped.

Any shipping or delivery fees, if applicable, vendor/merchant must charge to the PCard. Delivery charges must be included in the total of the purchase

The vendor/merchant will swipe the card through an electronic reader, and provide the Cardholder with a sales slip and or charge slip for the purchase.

Each vendor accepting MasterCard has chosen a Merchant Category Code (MCC) that describes the type of business the vendor provides. Certain MCC codes are restricted by the City to help cardholders comply with the PCard rules.

Credits or Returns

If a Cardholder returns an item to the merchant, the merchant should issue a credit to the Cardholder's account. The Cardholder is not authorized to receive a cash payment for returning merchandise. In some cases, a re-stocking charge will be subtracted from the amount of the refund.

Disputes:

There may be occasions where the Cardholder will find items posted to their account that do not correlate with your retained receipts. For example, the Cardholder made a transaction, the amount of the transaction is incorrect, or the Cardholder has a quality or service issue.

The first recourse for the Cardholder is to contact the vendor involved to try to resolve the error. If the vendor/merchant agrees that an error has been made, the vendor/merchant will credit the Cardholder account.

If the vendor/merchant does not agree that an error has been made, the Cardholder will contact the Bank and discuss the disputed bill with them. The Bank will investigate the matter and resolve the issue. The Cardholder will be advised in writing of the result and will receive a credit or a new charge will be entered on the statement.

COOPERATIVE PURCHASING

The Purchasing Division participates in cooperative procurement endeavors as provided for in the Denver Revised Municipal Code (Section Sec. 20-64.5). The Manager of General Services may authorize purchases of goods and services pursuant to any intergovernmental agreement which, in the opinion of the Manager of General Services, is in the best interest of the City.

GENERAL INFORMATION FOR THE VENDOR

ASSIGNMENT OF CONTRACT OR PURCHASE ORDER

Because the responsibility of the individual bidder is an essential element of her/his contract with the City, a person with whom such a contract has been awarded may not assign her/his interest to another party without the written permission of the Director of Purchasing.

BACK-ORDERS

If it is necessary to back-order any items, the vendor should notify the agency and advise the agency of the expected delivery or shipment date. If this date is not acceptable, the City may seek remedies for default.

BID ERRORS

Should the City omit anything from any bid or RFP which is necessary to a clear understanding of the goods or services, or should it appear that various instructions are in conflict, then the bidder shall secure written instructions from the Manager of General Services at least forty-eight (48) hours prior to the time and date of the bid opening shown on page one of the bid. A Bidder's Proposal may be amended or amplified at any time before the bid opening by the issuance of one or more "Addendum".

CANCELLATION OF BIDDER'S PROPOSAL

The Purchasing Division may cancel a Bidder's Proposal at any time prior to its award if deemed in the best interests of the City.

CONTRACT AGREEMENTS

The City does NOT sign standard contract forms which may be submitted by the vendor. Instead, the Bid submitted with the vendor's signature constitutes an offer to sell to the City under the terms and conditions contained in the bid document.

The delivery of a City and County of Denver purchase order or contract with the valid signature of the Buyer or Purchasing Director constitutes acceptance of the vendor's offer to sell and consummates the binding contractual agreement. Under certain circumstances, a formally executed City contract will be entered into with the vendor. The City determines whether a purchase order or a formally executed City contract will be used.

CORRESPONDENCE CONCERNING BID INVITATIONS

Any questions concerning a Bidder's Proposal or Request for Proposal should be directed to the Buyer whose name and telephone number appear on the bid document. The person corresponding should specify the bid or quotation number and the bid opening date that appears in the invitation.

DEFAULT BY VENDOR

In case of any default by the contractor, the City and County of Denver may procure the product or service from other sources and hold the contractor responsible for any damages incurred including, but not limited to, excess cost or handling charge.

ETHICS

PERSONAL INTEREST AND GIFTS

It is unlawful for any Purchasing employee to have any financial or personal interest, directly, in the purchase or sale of any material, equipment, or supplies or in any such firm, corporation, partnership, or association furnishing any such material, equipment or supplies to the City and County of Denver or any of its departments or agencies or to accept anything of value from any person or firm to whom a purchase contract may be awarded.

INSPECTIONS

All materials, equipment, and supplies are subject to inspection and tests. Items that do not meet specifications will be rejected. Failure to reject upon receipt does not relieve the contractor of liability.

LATE BIDS

As per the section on Bid Opening Times:

Bids or RFPs received at any time AFTER the date/time set forth on the cover page will NOT be considered.

MODIFICATION OR WITHDRAWAL OF BIDS

Vendor exceptions or deviations to the bid document must be on vendor's letterhead and must accompany the Bidder's Proposal or Request for Proposal at the time of the bid opening.

Withdrawals of bids must be made prior to the bid opening. In rare instances, "relief" from the responsibility of a successful bidder to supply the City with the good(s) or service(s) they are contractually obligated to supply to the City at the bid price may be granted. Requests for such relief must be in writing to the Director of Purchasing.

NEW/USED/ALTERED/EQUIPMENT

Generally, all supplies and equipment offered and furnished must be new and of current production unless provided otherwise in the Bidder's Proposal or Request for Proposal. Re-manufactured, reconstructed or demonstration items are not considered new. No new or used equipment is acceptable if serial numbers or any other manufacturer's identifying labels or marks have been removed, obliterated, or changed in any way.

PACKAGING

All packaging shall conform to the award standard, acceptable to the trade and required by ICC regulations. A packaging slip or invoice must accompany all shipments and reference the purchase order number or the bid number (also referred to as a Vendor Contract Reference ID).

PRODUCT SAMPLES/LITERATURE/TESTING AND DEMONSTRATION

Manufacturers and suppliers often offer the City demonstrations and/or samples of their products or services at the agency level. The City recognizes the value of such samples, tests and demonstrations.

In order to assure proper testing and valid evaluation, vendors are required to obtain prior approval for such samples/tests/demonstrations from the Purchasing Division.

Any samples or descriptive literature requested in the Bidder's Proposal must be provided free of charge. Samples which are not destroyed by testing will be returned at the bidder's expense upon request. Samples submitted by successful bidders may be kept for the duration of the contract for comparison of shipment received.

PURCHASES NOT SUBJECT TO BIDDING PROCEDURES

NON-EMERGENCY SITUATIONS

The Director of Purchasing may forego the bidding procedures in Sections 20-62 and 20-63 of the Denver Revised Municipal Code when purchasing the following items:

1. Supplies indispensable to the City which are obtainable, for practical purposes, from only one single source.
2. Supplies which are perishable by reason of imminent spoilage or decay and which would spoil or decay if the procedures in Section 20-63 were followed.
3. Supplies required by reason of preferences based on professional advice.
4. Standardization.

5. Open Market (under \$5,000.00)

All purchases made under this section shall be made in the most economical manner possible.

EMERGENCY SITUATIONS

The Director of Purchasing may forego the bidding procedures in Section 20-63 when a purchase is necessary to address an emergency. For purposes of this Section, an emergency is defined as a situation which, if it continues to exist, would endanger the health or safety of the public or employees and requires a remedy sooner than the supplies, materials, equipment, personal property or services would be delivered if the normal purchasing procedures were followed; or, a situation which would place an excessive financial burden on the City unless addressed in a shorter time than the time required for the normal bidding procedure.

SPECIFICATIONS

Unless a vendor specifies otherwise in her/his bid, it is assumed that the vendor is bidding in strict accordance with the specifications listed in the Bidder's Proposal. When merchandise is received that does not meet the specifications, it may be returned to the vendor at the vendor's expense.

SUBSTITUTIONS

Substitution is defined as shipment of an item that materially conforms to the specifications but is technically different from the item bid. Substitution shall require the approval of the Purchasing Division prior to shipment.

Any goods delivered that do not meet the specifications will be returned to the vendor at her/his expense. When a shipment of product is returned, the contractor must make immediate replacement with acceptable merchandise or the City may seek remedies for default.

TIE BIDS

The award winner for bids which are equal in all respects, including price, will be awarded with a coin toss. For bids or bid items exceeding \$5,000.00, bidder's eligible for the award may be invited to attend the coin toss.

TRADE-INS

The City may request bids for new equipment with the inclusion of the used equipment in the bid as a "trade-in." In such cases, a trade-in price quotation will be requested for the used equipment as an amount to be deducted from the purchase price of the new equipment. The City reserves the right to purchase equipment either with or without the trade-in, and to offer the used equipment noted at public auction or sealed bid sale.

GLOSSARY OF TERMS

ADVERTISING (FORMAL) –

Giving notice in a medium best suited to reach the intended audience for a solicitation of a good/service and the date and time when bids/proposals must be received.

AWARD –

The presentation by the Purchasing Division of a purchase order or contract to a bidder or proposer. (D.R.M.C. 20-61 (a)).

BEST VALUE –

Determined by evaluating price and other valid predetermined evaluation criteria pursuant to a request for proposal, in order to identify a particular proposal as the most beneficial to the City. The overall combination of quality, price, and various elements of required services or performance characteristics that in total are optimal relative to the City's needs. (D.R.M.C. 20-61 (b))

BIDDER'S LIST –

A bid list is not maintained by City Purchasing. Individual Buyers may keep, develop and maintain bid lists of vendors for the commodities they handle.

BID OPENING –

Time set for the opening of the bids. All bids must be received AND time-stamped in the Purchasing Division office prior to this bid opening time.

BID SECURITY DEPOSIT –

A bid security deposit is submitted by the bidder in the form of a check or a bond. It is a guarantee to the City that the successful bidder will accept the contract or purchase order.

BRAND NAME –

The name given to a product by the manufacturer by which the product is generally known.

FIRM PRICING –

Price that will not fluctuate; stable.

LIVING WAGE –

Wages required to be paid to specific categories of workers as defined and determined under subsection (c) of D.R.M.C. Section 20-80.

LOWEST RESPONSIVE BID –

Lowest bid meeting all requirements of the specifications, terms and conditions of the Bidder's Proposal from a qualified, responsive, responsible bidder.

PERFORMANCE BOND –

A payment/performance bond may be required of the successful bidder. It is a guarantee to the City that the successful bidder furnish the goods or services as stated in the bid, complete the project to the City's satisfaction and pay its employees and, or, subcontractors and, or, suppliers pursuant to the requirements of the contract. The Payment/Performance Bond must be issued on the City's form by a surety acceptable to the City.

PREVAILING WAGE –

Prevailing wage is the most commonly paid wages in the Denver Metropolitan area for various job classes as established by the City's Career Service Authority.

PURCHASE ORDER –

Written authorization from the City to commence delivery of goods or perform the required services.

PURCHASE ORDER NUMBER –

The number assigned to a purchase order for means of identity.

PURCHASE REQUISITION –

Written request from a City agency to the Purchasing Division for procurement of goods or services

PURCHASING CONTACT REPRESENTATIVE–

Person within each City agency assigned the responsibility of conducting and/or monitoring the procurement activity for that City agency. Serves as a liaison between their agency and the Purchasing Division.

QUALIFIED BIDDER –

Qualified bidder or proposer: Any person, firm or corporation determined to be qualified after submittal of evidence satisfactory to the director of purchasing that they have a practical knowledge of the particular good or service required and the necessary financial resources to perform and to complete the requirements in the Bidder's Proposal or Request for Proposal. (D.R.M.C. 20-61(d))

REQUEST FOR PROPOSAL –

Any solicitation of pricing for supplies where an award is made in consideration of best value and not necessarily lowest price from a responsive, responsible, qualified proposer. A request for proposal may also be referred to as a competitive sealed proposal. (D.R.M.C. 20-61(e))

RESPONSIBLE BIDDER –

Responsible bidder or proposer: A qualified bidder or proposer who is not in arrears to the City, upon debt or contract. A bidder or proposer that is a defaulter, as surety or otherwise, upon any obligation to the City, or that has failed to attain or demonstrate compliance with any law, ordinance, city regulation, or contract term or condition in any City contract, shall be considered not responsible and not qualified for award of any bid or proposal. (D.R.M.C. 20-61(f))

RESPONSIVE BIDDER –

Responsive bidder or proposer: A bidder or proposer whose bid or proposal is in conformance with the requirements of the bid or proposal including, but not limited to, all information, signatures, evidence of knowledge or experience, attachments, bonds, insurances, disclosures which may be required at the time of the bid opening or receipt of proposals or following the bid opening or receipt of proposals. (D.R.M.C. 20-61(g))

SEALED BIDS –

Written and signed bids enclosed in a sealed wrapper which cannot be opened without destroying the seal.

SOLE SOURCE –

Materials or services that are obtainable for practical purposes from only one vendor.

SPECIFICATIONS –

A document containing descriptive requirements for goods or services.

TABULATIONS –

A summary of the prices bid.

TERMS –

The provisions listed for determining the delivery of goods or services and agreement for payment.

VENDOR –

A supplier of goods and services.

ACRONYMS

The following acronyms are listed to assist you. These abbreviations are regularly used by the Purchasing staff and the Purchasing Contacts within each City agency.

FOB (Free on Board)

FOB "Destination" = no delivery charges

FOB "Warehouse" = delivery charges from vendor's warehouse to City location.

RFP –

Request for Proposal

RFQ –

Request for Qualification or a Request for Quote

DISCLAIMER

The guidelines presented here have been prepared, and provided to you, the vendor, for information purposes only. They do not supplant the laws, regulations, and procedures governing procurement by the City and County of Denver. In the event of changes in those laws, regulations, or procedures, the laws, regulations, and procedures are binding and take precedence.