

VENDOR GUIDE



City of Kingman

310 N. Fourth Street

Kingman, Arizona 86401

(928) 753-5561

www.cityofkingman.gov

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GENERAL INFORMATION

Thank you for your interest in doing business with the City of Kingman (City). This Vendor Guide is designed to provide you with general information on doing business with the City. The purpose of this information is to acquaint persons who sell products or provide services to the City with the procedures followed in carrying out purchasing activities. We seek to promote professional and courteous business relationships between our organization's purchasers and the business community.

This information is intended as a general guide, and, as such, may not answer all questions you may have. If you have further questions about conducting business with the City, please contact the Finance Department at (928) 753-5561 or email vendors@cityofkingman.gov.

GIFTS

As outlined in the City's Personnel Rules and Regulations, City employees shall not accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entertainment, or loan which is or may appear to be designed to influence official conduct in any manner, particularly from a person who is seeking to obtain contractual or other business or financial arrangements with the City. This includes both present and potential suppliers and contractors to the City and agents working on behalf of suppliers and contractors.

CONFLICT OF INTEREST

City employees shall comply with ARS Title 38 regarding conflicts of interest in the purchasing of and contracting for goods, services and construction for the City. Prior to taking any action in connection with a City contract, every employee shall, in writing, notify the employee's supervisor, the City Attorney and the Purchasing Officer of any actual or potential conflict of interest.

ANTI-DISCRIMINATION

No contractor while performing work for the City shall discriminate based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income; or political affiliation in programs, activities, services, benefits, or employment. No contractor shall discriminate against disadvantaged businesses. Contractors shall include a provision in each subcontract requiring subcontractors to comply with these requirements.

PURCHASING

DEPARTMENTS AND OVERSIGHT

The City’s Procurement Code, adopted on July 1, 2019 and revised on March 3, 2020, is intended to establish rules and procedures governing the purchasing of goods and services and to promote the efficient use of City resources. A copy of the Procurement Code can be downloaded at:

<https://www.cityofkingman.gov/government/departments-and-finance/procurement/procurement-code/-fsiteid-1>

The City’s procurement function is decentralized, meaning individual departments are responsible for their own procurement of goods and services. Although the City as a whole does not maintain a bidders’ list, individual departments may maintain their own. Please contact the individual department directly for more information. If you are interested in providing goods or services to the City, you’ll need to contact the department directly. Below is a telephone listing for each purchasing department:

| <u>Department</u> | <u>Phone Number</u> |
|-------------------------------|---------------------|
| Airport | (928) 757-2134 |
| City Administration | (928) 753-8102 |
| City Attorney | (928) 753-8091 |
| City Clerk | (928) 753-5561 |
| Court | (928) 753-8193 |
| Economic Development | (928) 753-5561 |
| Engineering | (928) 753-8122 |
| Finance | (928) 753-5561 |
| Fire | (928) 753-2891 |
| Human Resources | (928) 753-5561 |
| Information Technology | (928) 753-5561 |
| Parks and Recreation | (928) 757-7919 |
| Police | (928) 753-2191 |
| Public Works | (928) 757-7467 |

Although the City’s procurement function is decentralized, ensuring that purchases are made in compliance with the City’s procurement code, administering vendor registration, and managing vendor payment processing is performed by the Finance Department. To reach a team member of Finance, please contact (928) 753-5561 or email vendors@cityofkingman.gov.

PURCHASING THRESHOLDS AND COMPETITION LEVELS

The City utilizes both formal solicitation (Request for Proposal, Invitation for Bid, and Request for Qualifications) and informal quote (requests for quote) methods to purchase goods and services.

- Formal solicitations require a notice to be published in a local newspaper of general circulation (The Kingman Daily Miner), submission of a sealed bid, proposal or statement of qualifications, and a public opening. Formal solicitations are for purchases in excess of \$50,000.
- Informal quotes must be written. All informal quotes are made on a competitive basis by securing quotes from at least three (3) vendors whenever possible.

To better understand purchasing thresholds, see the table below. The amount of individual expenditures for specific goods and services determines the level of competition required.

| Purchasing Threshold | Competition |
|-----------------------------|--|
| \$0 - \$5,000 | Due diligence conducted by the purchasing department |
| \$5,001 - \$50,000 | Informal quotes submitted to the requesting department |
| Over \$50,000 | Formal solicitations submitted to the City Clerk |

To ensure maximum bid participation, vendors should regularly check for posted notices on the City’s website and official advertisements in the newspaper. When the City utilizes a formal solicitation, it will be posted on the Bid Opportunities web page:

<https://www.cityofkingman.gov/government/departments-a-h/finance/bidding-opportunities/-fsiteid-1>

ELECTRONIC NOTIFICATION OF BIDDING OPPORTUNITIES

Formal solicitations are not only posted on the City's Procurement/Bid Opportunities web page but also made available at Vendor Registry, a real-time bid alerting system for enrolled vendors. Enrollment is simple and can be done by completing the online enrollment form at:

<https://vrapp.vendorregistry.com/Vendor/Register/Index/city-of-kingman-az-vendor-registration>

SUBMITTALS FOR FORMAL SOLICITATIONS

All bids and proposals shall be submitted as specified in the solicitation document and mailed to the City Clerk's Office, City of Kingman, 310 N. Fourth Street, Kingman, AZ 86401.

Bids and proposals must be received and time stamped in the City Clerk's Office before the due date and time stated for the opening of the bid or proposal. Bids or proposals received after the designated due date and time will not be considered and returned to the Offeror unopened.

PRE-BID CONFERENCES

Solicitations will occasionally include a pre-bid conference. While not typically mandatory, it is strongly recommended that bidders or proposers attend, as the purpose of the conference is to clarify the contents of the solicitation in order to prevent any misunderstanding of the City's position. Any doubt as to the requirements of the solicitation or any apparent omission or discrepancy should be presented to the City at the conference. The date, time and location of the conference will be indicated in the formal solicitation.

ADDENDA AND CHANGES TO FORMAL SOLICITATIONS

When a change is required to a solicitation document for the purpose of providing additional information or clarification, a written addendum will be issued to all bidders or proposers who received the formal solicitation. It is the vendor's responsibility to be aware of the addenda specific to the solicitation of interest to them. A written acknowledgement of receipt of the issued addenda is required to be included with the bid or proposal.

APPLICABLE SALES TAX

All bids or proposals must include the applicable transaction privilege tax (TPT), commonly referred to as sales tax, unless the purchase is tax-exempt.

BID AND PROPOSAL OPENING

Unless otherwise stated on the Bid Opportunities web page, formal bids or proposals are opened publicly at the City Clerk's Office located at 310 N. Fourth Street, Kingman, AZ 86401, on the date and at the time shown in the formal solicitation on the Bid Opportunities web page. Bidders or proposers are welcomed to attend bid or proposal openings. A representative from the City Clerk's Office will read the bids aloud.

No decisions of award or rejections are made during the solicitation opening. No discussions relating to the bids or proposals will be entered into during the opening.

TABULATION AND AWARDS

The City Clerk's Office will post a bid tabulation on the Bid Opportunities web page and at the City Complex located at 310 N. Fourth Street, Kingman, AZ 86401. The information on the bid tabulation will be posted as it was read and prepared during the bid opening.

Bids or proposals are public information and, therefore, may be inspected after the official award of a contract by contacting the City Clerk's Office at (928) 753-8102 or cityclerk@cityofkingman.gov.

Bids or proposals are evaluated by the purchasing department and, at times, other designated City representatives. For bids, the award is made to the lowest responsive and responsible bidder meeting the specifications. For proposals and qualifications, the award is made to the offeror whose proposal is deemed to be the most advantageous to the City based upon evaluation criteria.

VENDOR REGISTRATION

The City does not pre-qualify vendors and only registers vendors who have been awarded a contract or bid or hired to provide goods or services. Vendors are only required to register one time unless the vendor conducts no business with the City during a two-year period. At that point, the vendor will become inactive and be required to re-register if awarded a contract or providing goods or services in the future.

NEW VENDORS

To become a registered vendor, a New Vendor Application and W-9 must be completed. These forms can be accessed on the Vendor Forms web page or by requesting them through email at vendors@cityofkingman.gov.

Once the applicable forms have been completed, vendors may email the forms to vendors@cityofkingman.gov, fax them to (928) 753-6867 or mail them to City of Kingman Finance Department, 310 N. Fourth Street, Kingman, AZ 86401. Please allow 48 hours for processing.

EXISTING VENDORS

If a vendor is already registered with the City and needs to make a change to their vendor profile, a Vendor Change Application must be completed. This form can be accessed on the Vendor Forms web page or by requesting it through email at vendors@cityofkingman.gov.

Once completed, vendors may email the form to vendors@cityofkingman.gov, fax it to (928) 753-6867 or mail it to City of Kingman Finance Department, 310 N. Fourth Street, Kingman, AZ 86401. Please allow 48 hours for processing.

PAYMENT TO VENDORS

VENDOR INVOICES

In order to receive payment for the goods or services provided to the City, the vendor is required to submit one original invoice which must include the following:

- Purchase order number (if applicable)
- Complete description of the goods or services provided
- Completion date of goods or services provided
- Quantity
- Unit prices
- All applicable taxes
- Discount terms (if applicable)
- Name of the City of Kingman's purchasing department and address for shipment
- Invoice number

PAYMENT TERMS

Vendors should ensure that payment terms are specifically stated in their quote, bid, or proposal. When payment terms are not specifically stated, net 30 will be assumed by the City as applicable.

PAYMENT

In consideration of the receipt of goods or the performance of services that are described in the scope of work or quote provided by the vendor, the City shall process the invoice for payment. The City will pay the vendor following the submission of an itemized invoice to the City's purchasing department. An invoice should not be submitted until all of the goods or services ordered have been provided. If the vendor is unable to fulfill the entire order or contract, an itemized invoice for the fulfilled portion of the order may be submitted. Once the backordered or uncompleted portion of the order or contract has been shipped or completed, a new invoice is required. Vendors are requested to submit invoices within 30 days of delivery and/or date of service.

Once the purchasing department enters the invoice into the City's accounts payable system, the invoice will be routed through an approval workflow process. All invoices that have been approved will be submitted for payment. The City processes payments every Thursday.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION AGREEMENT

The City offers automated deposits for vendor payments. The vendor must complete and sign an electronic funds transfer (EFT) enrollment form and provide a VOIDED check or a letter from the bank to get enrolled. All forms must be submitted to vendors@cityofkingman.gov for processing. Please visit cityofkingman.gov/government/departments-a-h/finance/procurement/vendor-forms to obtain a copy of the EFT enrollment form.



The City of Kingman welcomes your questions and comments.

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