

Vendor's Manual



Purchasing Department
Jackson, Michigan



Purchasing Department

161 West Michigan Avenue — Jackson, Michigan 49201
Telephone: (517) 788-4020 — Facsimile: (517) 788-4630

Dear Prospective Bidder:

This manual's primary purpose is to acquaint you with the City of Jackson's Purchasing Policies and Procedures.

Purchasing is classified as a central service department. Its responsibilities include purchasing the necessary supplies, services, equipment and major repairs at the lowest cost, consistent with the quality needed to meet the City's requirements and ensure that the taxpayers receive the maximum value for each dollar expended.

Vendors are welcomed and encouraged to visit the Purchasing department. When visiting, Vendors should bring brochures, photographs, descriptive material and price lists that would familiarize the Purchasing Agent with their products and services. A scheduled appointment will enable productive utilization of time for both parties.

Thank you for your interest and we look forward to doing business with you in the future.

Sincerely,

Margaret Cunningham, CPPB
Purchasing Agent

GENERAL INFORMATION

LOCATION

The City of Jackson Purchasing department is located in the City Hall Building, 161 W. Michigan Avenue, 10th Floor, Jackson, Michigan 49201, Telephone (517) 788-4020, Facsimile (517) 788-4630.

OFFICE HOURS

The office hours are from 8:00 am - 12:00 pm and 1:00 pm - 5:00 pm, Monday through Friday, with the exception of legal holidays.

AUTHORIZED PURCHASING OFFICIALS

The Purchasing Agent is the primary procurement officer for the City of Jackson. All purchases in excess of \$20,000 require City Council's authorization.

The City Council reserves the right to accept or reject any or all bids, and to accept or recommend the acceptance of other than the lowest responsive bid when the public interest is served thereby and such action is in the best interest of the City.

EQUAL EMPLOYMENT OPPORTUNITY

With respect to all contracts estimated to be of a value of more than \$5,000, bidders shall be required to achieve awardable status when submitting sealed bids for potential work to be performed for the City of Jackson. To be deemed awardable, bidders may either submit their latest Certificate of Compliance/Awardability issued by a federal, state, or local Civil Rights enforcement agency; or, if the bidder does not have such a Certificate of Compliance/Awardability, then the bidder must submit with its bid proposal, a work force profile and an affirmative action plan covering the twelve months following the bid opening date, on forms included with these bid documents and entitled SECTION A and SECTION B. The bidder will be determined awardable if the Certificate of Compliance/Awardability is dated within twelve months of the bid opening date, or if the work force profile and affirmative action plan comply with standards for contract compliance established by the State of Michigan Department of Civil Rights.

PURCHASING RESPONSIBILITIES/OBJECTIVES

To conduct all Purchasing activities according to the highest principles, practices and ethics of the Purchasing profession.

To purchase material and secure services for the City of Jackson, in such a manner that the maximum value is obtained for every dollar spent.

To handle complaints, claims and adjustments related to the purchasing of goods or services.

To explore markets for new sources, products and methods which include results in cost savings to the City.

To assist in the improvement and standardization of materials and supplies.

To dispose of all saleable scrap and obsolete material to the best advantage of the City.

To annually compile and update an accurate and comprehensive listing of persons, firms or corporations wishing to do business with the City and including those who qualify as a Minority Business Enterprise (MBE) or Women Business Enterprise (WBE).

To annually report to the City Manager the results of MBE/WBE participation with the City.

To determine the lowest responsible bidder.

PURCHASING PROCESS

All vendors desiring to provide supplies, services, equipment and major repairs to the City of Jackson must complete a Vendor Registration Form. These forms are available from the City of Jackson website <http://www.cityofjackson.org/departments/purchasing/download.asp>.

Purchases are made by the City of Jackson using formal and informal procedures.

INFORMAL PURCHASES

Telephone requests are generally used for purchases of supplies, materials and services usually for acquiring low value items in a short period of time. Vendors may be asked to follow up their verbal quote in writing.

FORMAL PURCHASES

Formal quotations are generally written and used for items with an estimated value between \$1,000 and \$20,000. The procedure for formal quotations is similar to a formal bid with the exception that they are not advertised in the newspaper.

Formal bids are used whenever a product or service is estimated to cost \$20,000 or more.

Request for Proposals may be used to purchase professional or consultant services where price is not the most important factor. In this method information about the offeror such as experience, qualifications, education and references are requested, and these contracts may be awarded based upon the best qualified firm and not the cost.

PURCHASING POLICIES

Bid Bond

If required, a bid bond, certified check or cashier's check in the amount requested must be attached to the bid.

Performance Bond and Payment Bonds

Pursuant to Act 213 of the Michigan Public Acts of 1963, as amended, all contracts exceeding \$50,000 for the construction, alteration or repair of any public building or public work or improvement shall require a performance and payment bond for 100% of the contract amount. The successful bidder must submit a performance bond and a payment bond which are to be reviewed and approved by the City Attorney prior to the commencement of any work. If required by contract documents, a Maintenance & Guarantee Bond shall be submitted simultaneously with the Performance and Payment Bonds.

Insurance

If required, the Contractor will show evidence of automobile and commercial general liability insurance, worker's compensation insurance and professional liability insurance (where applicable), which is acceptable to the City. The commercial general liability insurance policies shall name the City, its agents, representatives, officers and employees as additional insureds to protect their interests.

Prequalification

At the discretion of the Department Head responsible for a public works construction project, bidders may be required to become pre-qualified prior to bidding such projects. When required, bidders shall submit evidence of equipment, experience and key personnel. Bidders may find the prequalification application on the website at <http://www.cityofjackson.org/departments/purchasing/download.asp>.

The Purchasing Agent shall maintain a list of prequalified bidders who are eligible to bid upon public works construction projects. The Purchasing Agent shall maintain and update the list as deemed necessary and shall notify bidders of changes in qualification status. Prequalification will expire after five (5) years.

Tie Bids

If two or more low bids are received for the same total amount or unit price, and the quality and service are equal, the contract shall be awarded to one of the tie bidders by drawing lots in public, unless one of the bidders is a taxpayer or resident of the City, in which case such taxpayer or resident shall be awarded the contract.

Sole Source

Bidding procedures shall be used unless it is determined to be a single sole source procurement by the Purchasing Agent. A sole source procurement exists when: there is a lack of responsible competition for a commodity or service which is vital to the operation and best interest of the City; a vendor possesses exclusive and/or predominant capabilities; a product or service is unique and easily established as one-of-a-kind; there is a patented feature providing a superior utility not obtainable from similar products; a proprietary right exists and the product is available from only one prime source and not merchandised through wholesalers, jobbers or retailers.

INTERGOVERNMENTAL PURCHASING GROUP

In the fall of 1992, the City and County of Jackson's Administration and Commissioners formed a cooperative purchasing group and authorized the City to assume the lead role in the preparation, distribution and analysis of solicitations for commonly used goods and services by participating members.

The Intergovernmental Purchasing Group is made up of and open to all governmental entities located within the boundaries of Jackson County. Any vendors desiring to do business with the Purchasing Group should contact the City of Jackson Purchasing department to get registered.

