

Purchasing Policies and Procedures (Administrative Regulations)

SECTION 5: VENDOR/SUPPLIER RELATIONS

Date 03/2009

- 5-1. It is to the City's advantage to maintain and promote good relations with suppliers. The City's vendor relations reflect the public image of the City organization. Both Purchasing and operating departments are responsible to promote fairness, integrity, courtesy and goodwill in their vendor relations.
- 5-2. It is to the advantage of operating departments to make direct contact with vendors for such purposes as obtaining technical information and cost estimates for planning purposes. Purchasing also encourages direct vendor contact in the daily expenditure of approved budget appropriations in the spirit of the most efficient use of taxpayer dollars.
- 5-3. All cost factors being equal (price, delivery, time, availability, quality, etc.) the City should strive to give preference to local vendors for the purchase of goods and services. The City's Purchasing Ordinance (Chapter 22, section 14) allows the City, for the purpose of bid comparison only, to apply a five percent (5%) local bidder's preference on all taxable purchases.
- 5-4. The Purchasing division will normally serve as an intermediary between divisions and vendor, interviewing vendors, advising them on how to register as a vendor in the electronic bidding database, informing vendors of personnel to contact within each department/division, and when available, obtaining prices, catalogs, samples and general information.