



# PURCHASING DIVISION DOING BUSINESS WITH THE CITY OF BANNING

## **Does the City Buy What I Sell? Who Can Answer My Questions? How Does the Bid Process Work? Do I Need Insurance?**

These questions, and more, are answered here by the City of Banning Purchasing Division, 99 E. Ramsey St., Banning, CA 92220; (951) 922-3121; [purchasing@banningca.gov](mailto:purchasing@banningca.gov).

**WELCOME!** We appreciate your interest in selling to the City of Banning and hope this brief guide will be beneficial. Our aim is to help your sales effort and to promote good business relationships. This outlines our purchasing policies and procedures. Whenever you need more information, please contact us.

## **MISSION STATEMENT**

To provide the best value and assure timely delivery of supplies and services to the City Council and staff.

## **Our Mission**

The objective of the Purchasing Division is to conduct all purchasing in accordance with the City of Banning Ordinance and Administrative Policy, State and Federal laws. We strive to follow this general rule of thumb:

Before making purchases of, or contracts for, supplies, materials, equipment, or letting contracts for services, ample opportunity shall be given for competitive bidding, under such rules and regulations and with such exceptions as the Council may prescribe in the ordinance.

We seek to obtain the necessary quantity and quality of products or services required at the lowest price.

## **Does the City Buy What I Sell?**

The City purchases more than several million dollars' worth of products and services each year, ranging from a wide variety of goods, services, professional services, and construction. We are continuously looking for good suppliers.

## **How Can I Get My Foot in the Door?**

The first step is to go online and register through our online bid management system as a new vendor. **Registration Link:** [Vendor Portal](https://banningca.gov/919/Contractor-Registration) for all advertised formal bids online and for CUPCCAA contractor registration link: <https://banningca.gov/919/Contractor-Registration> to be registered to be contacted for informal bid opportunities.

## **How Is Public Purchasing Different from Private Purchasing?**

The public procurement process, and the people involved, are subject to complete public accountability regarding the proper and lawful spending of taxpayers' money. Public purchasing must guarantee fair and open competition with equal opportunities for every

supplier. A unique characteristic of public purchasing is the underlying principle that prices are not as critical as fairness and impartiality in obtaining them.

### Are All Purchases Made by the Purchasing Division?

Micro-purchases up to \$5,000 can be purchased by city departments. All other purchases for supplies or services qualifying under the provisions of the Purchasing Policies and Procedures shall be purchased through the Purchasing Division via purchase order.

The City makes its purchases under the authority granted by the Municipal Code. The Purchasing Division is authorized to commit the City for the purchase of goods and services. No payment will be made for any goods delivered or services provided without a purchase order number or contract.

### Purchasing Expenditure Thresholds

The Municipal Code has established expenditure (dollar) limits that determine signature authority and which procedure is used for a specific type of purchase. The following is a summary of expenditure limits for each type of purchase, and the procedures that apply.

City of Banning Purchasing Authorization Table					
Purchase Type	Purchase Amount	Procurement	Contract Type	Internal Approval	Vendor Requirements
Goods, Widgets, Equipment	\$0.00 - \$5,000.00	1 Quote	Purchase Order	1. Department Head/Manager or Above	N/A
	\$5,000.01 - \$25,000.00	3 Quotes	Purchase Order	1. Department Head/Manager or Above 2. City Manager if > 10k	N/A
	\$25,000.01 +	Formal Bidding	Purchase Order	1. Department Head/Manager or Above 2. City Manager 3. City Council	N/A
Services, including Professional (non-public works)	\$0.00 - \$5,000.00	1 Quote	Purchase Order	1. Department Head/Manager or Above	1. Insurance 2. City Business Tax 3. CA Business License
	\$5,000.01 - \$25,000.00	3 Quotes	Formal Agreement & Purchase Order	1. Department Head/Manager or Above 2. City Manager if > 10k	
	\$25,000.01 +	Formal Bidding	Formal Agreement & Purchase Order	1. Department Head/Manager or Above 2. City Manager 3. City Council	
Services, Public Projects (Public Works Construction)	\$0.00 - \$75,000.00	1 Quote	Purchase Order	1. Department Head/Manager or Above	1. Insurance 2. City Business Tax 3. CA Business License 4. CSLB 5. DIR
	\$75,000.01 - \$220,000.00	3 Quotes	Formal Agreement & Purchase Order	1. Department Head/Manager or Above 2. City Manager	
	\$220,000.01 +	Formal Bidding	Formal Agreement & Purchase Order	1. Department Head/Manager or Above 2. City Manager 3. City Council	

### Types of Competitive Procurement

Bids (also known as an IFB) are awarded to the lowest responsive, and responsible bidder; the bidder who passes and meets all the specification requirements, terms and conditions, and offers the lowest price.

Public Project IFBs will be advertised and awarded in compliance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) along with any other applicable Federal, State, or Local laws.

The Purchasing division maintains an arm's length association with suppliers. This is one of the many ways we try to minimize corruption in public procurement. It is our duty to treat

all suppliers with fair and equal consideration.

You may expend considerable time and money in presenting your product to an individual department in the hopes of making a sale. If you do this, remember the purchase may eventually be made by competitive bidding.

The City also issues Requests for Proposals (RFP) for professional services in which case the selection is based on the best overall solution for the City using pre-established evaluation criteria and scoring as the basis for award.

When appropriate, the Purchasing Division will utilize other methods of procurement authorized in the current Purchasing Policies and Procedures.

**May I bid If I Don't Carry the Brand Listed on the Bid?**

If the IFB specifies a brand name or equal, you may offer an alternative or equal brand. It is a good idea to discuss your alternative proposal with us before submitting it. "Or equal" products will be evaluated after bids are received.

**What Should I Do If I'm Confused?**

Give us a call; we will gladly answer any questions with regards to Purchasing policies, procedures, and competitive sourcing.

**When Does the City Require Insurance Coverage?**

When vendors enter City property to repair, install, service, construct, or perform similar work, General Liability, Auto Liability, and Workers' Compensation insurance are required. If your firm provides professional services, such as architectural or engineering, Professional Errors and Omissions insurance is also required. The City must have all applicable insurance certificates and additional insured endorsements before a vendor is authorized to start work. Contact us for further information regarding this condition. Insurance requirements are subject to change based on the Scope of Services.

**Are Bid, Payment and/or Performance Bonds Required?**

Bid, payment and performance bonds are required when it is necessary to protect the interests of the City. For example, Capital Improvement projects may require bid, payment and performance bonds. Bonding requirements will be stated in the IFB solicitation documents.

**What Are the City's Delivery Requirements?**

Deliveries in almost all cases are required to be made to the City F.O.B. Destination, freight prepaid. Failure to meet specified delivery dates may cause cancellation of the order, liquidated damages, and removal from bid list.

**NEVER SHIP MATERIALS OR INITIATE ANY SERVICES,  
WITHOUT A PURCHASE ORDER NUMBER!**

**When Are Change Orders Allowed?**

A purchase order is our contract with you. Any change to that contract must be in writing prior to executing any changes in products or services. Change requests are allowable when both parties under contract agree that change is necessary to successfully satisfy the requirements in the original scope of work and obtain the intended deliverables.

**Does the City Buy Recycled Products?**

The city prefers to use products with recycled content and/or products that are recyclable if fitness, quality, purpose, and price are equal.

**Does the City Require Suppliers to Pay Prevailing Wage?**

When applicable, Contractor must comply with the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, title 8, Section 1600, et seq., ("Prevailing wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" or "maintenance" projects, as defined by the Prevailing Wage Laws, and if the Project is a "public works" or "maintenance" project with a total cost of \$1,000 or more.

**Does the City Have a Program for Disadvantaged Businesses?**

We are happy to work with any business in teaching them how to do business with the city and point them in the direction of bid opportunities. However, we do not have preference programs for small businesses or businesses owned by socially or economically disadvantaged individuals.

**Do Local Suppliers Receive Preference from the City?**

In order to promote the economic health of the City and to encourage local participation in the procurement process, the City Council adopted a 5% local preference, to the extent that such preference does not give an unlawful advantage to such local business over its foreign competition, and is otherwise permitted by law. In the assessment of any responsive bid submitted by a local business, their bid shall be evaluated as five percent (5%) lower than the lowest bid amount, for purposes of award.

**How Does the City Make Payments?**

We issue payment to suppliers approximately thirty days after acceptance of the merchandise and/or service, and the correct original invoice, whichever arrives last. To expedite payment, put purchase order numbers on all invoices, shipping tags, and other correspondence relevant to the order. Contact Accounts Payable with any questions about payment: (951) 922-3117.

**Are There Standard Performance Expectations?**

Performance and delivery requirements are outlined in written specifications. Once a contract is in place, failure to fulfill any of the conditions may result in termination of your contract.

**May I Give Gifts to City Employees?**

The city maintains a policy prohibiting our employees from accepting gifts and/or gratuities from any supplier. We discourage even the appearance of favoritism. Vendors are encouraged to develop professional and ethical relationships with all City employees.

**How Are the City's Emergency Purchases Handled?**

There are times during emergencies when an order must be placed by City personnel after hours or on weekends when the Purchasing Division is normally closed. Emergency purchases may be made for items which are immediately necessary for the continued operation of the division involved or which are immediately necessary for the preservation of life or property. Under true emergency circumstances, vendors will be authorized to begin work without a purchase order, and a purchase order will be issued during regular business hours following the emergency. Vendors will be paid for goods and services sold to the City under true emergency circumstances.

**Does the City Issue Blanket or Open Purchase Orders?**

The City issues blanket and open purchase order which allows companies to sell goods to the City on an as-needed basis, sometimes at specific prices or under a specific pricing formula, for a stipulated period of time.

**Do I Need a City of Banning Business License?**

If your company is located in or performs services within city limits including the delivery of products in company owned vehicles, your company is required to have a City of Banning Business License. Call the Business License Division at (951) 922- 3126 for more information.

**When are Sales Calls Allowed?**

We are open for business from 8:00 AM to 5:00 PM, Monday through Friday. We will try to see you on the first visit even if you have not called for an appointment. However, we urge you to make a definite appointment before coming to the Purchasing Division.

**Purchasing Code of Ethics**

- To regard public service as a sacred trust, giving primary consideration to the interests of the City of Banning.
- To purchase without prejudice, seeking to obtain the maximum value for each dollar expended.
- To avoid unfair practices, giving all qualified suppliers equal opportunity.
- To honor our obligations and require that obligations to the City of Banning be honored.
- To accord supplier representatives courteous treatment, remembering that these representatives are important sources of information and assistance in solving our purchasing needs.
- To refuse to accept any form of commercial bribery and prevent any appearance of so doing.
- To be receptive to counsel from our colleagues, and to cooperate with them to promote a spirit of teamwork and unity.
- To conduct ourselves with fairness and dignity, and to demand honesty and truth in the purchasing process.
- To strive for greater knowledge of purchasing methods and of the materials or services we purchase.
- To cooperate with all organizations and individuals involved in activities designed to enhance the development of the purchasing profession, remembering that our actions reflect on the entire purchasing profession.

**Disclaimer**

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