

Vendor's Manual

How To Do Business

With:

The City of Douglas Ga.

Introduction:

The City of Douglas Purchasing Department provides a support service to all City departments under the City of Douglas Mayor & Board of Commissioners in the procurement of goods and services.

It is the obligation of the Purchasing Department to encourage competitive bidding at all times. The Purchasing Department is conducted in a way that bidders will be aware of the fairness of the system. It is Purchasing's duty to purchase the highest quality in supplies, materials, equipment and services at the least expense for the cities various departments.

No individual of the Purchasing Department shall accept entertainment or gifts offered by or on behalf of vendors, suppliers, contractors, businesses or citizens, currently or potentially serving the City of Douglas. All employees will keep themselves free of all obligations.

The City of Douglas reserves the right to accept the lowest, most acceptable bid and reserves the right to accept or reject any or all bids.

Quotation Procedures

\$ 0 to 1,500.00	-	No Quotes Necessary
\$ 1,500.01 to 2,500.00	-	(3) Verbal/Written Quotes
\$ 2,500.01 to 10,000.00	-	(3) Written Quotes
\$ 10,000.01 and over	-	Sealed Formal Bids

Sealed Bid Process:

A brief description of the items intended to purchase is advertised twice in the City of Douglas local newspaper, prior to the bid opening date. The legal advertisement states the date, time and location of the bid opening. Bid openings are generally held on the 2nd and 4th Mondays of each month at 2:30 P.M.

Sealed Bids are emailed out to vendors requesting to bid on specific items.

All Bid openings are public and vendors are encouraged to attend. Bids are available for review by vendors immediately preceding the bid opening. Bid results are not given over the telephone after the bid openings.

Douglas, GA. Vendor/Bid List

The City of Douglas Purchasing Department maintains a Master Vendor/Bid List. Any vendor that would like the opportunity to bid on the cities purchases or services may be placed on the Bid List by visiting the Purchasing Department or by calling (912) 389-3463 to request a Bid List Application.

All vendors must have a completed bid list application on file in the purchasing department in order to ensure that they have been placed on the master bid list.

The Purchasing Department is located at 123 W. Cherry Street, Douglas, Ga. 31533. Our office hours are from 8:00 A.M. to 5:00 P.M., Monday through Friday. Vendors are welcome to visit the Purchasing Department at any time and should you have any questions you are encouraged to contact the Purchasing Department at:

Phone: (912) 389-3463

Fax: (912) 384-5076

Email: purchasing@cityofdouglasga.gov

City of Douglas, GA. Bid Award & Bid Award Criteria

Successful vendors of a bid award will be notified by the Purchasing Department by telephone confirmation and a purchase order number will be mailed to them. This purchase order number must be on the vendors invoice to receive payment. If a purchase is over \$1,500.00 a purchase order number is required.

The City of Douglas will not be liable for payment if the Purchase Order number does not appear on the invoice.

The Purchase Order is the vendor's authorization to ship the merchandise that is being ordered. Exceptions to this policy are orders under \$1,500.01, which does not require a purchase order, and emergency purchases made by the City of Douglas Vehicle Maintenance for repair parts or emergency equipment due to an emergency crisis or approved by the City Manager.

You should receive a hard copy of the Purchase Order approximately one week after bid award.

Awards are made with the following criteria all being taken into consideration:

- Lowest Bid
- Delivery
- Warranty
- Vendor Performance, Past, & Present
- Service & Parts Availability
- Dependability

**City of Douglas, GA.
Bid Award and Bid Award Criteria**

(Continued)

In the case of a tie-bid, all things being equal, the award will be made to the vendor located in the City of Douglas. Should neither vendor be located in the City of Douglas then award would be made by the toss of a coin.

The City Manger approves all bids under \$10,000.00.

Note: All formal bids will have recommendation and final decision will be made by the Mayor and Board of Commissioners.

City of Douglas, GA. Annual Contracts

The City of Douglas has several annual contracts in place and a listing of those annual contracts will be provided to you upon request.

Blanket Purchase Orders are issued for annual contracts. Annual contracts are for long-term purchases that are continually throughout a given period. Examples of some annual contracts are: Gasoline & Diesel Fuel, Rug Rental, Uniform Rental, Concrete Work, Water Meters, Etc.

When submitting a bid for an annual contract item, it will be indicated in the specifications that the prices quoted, if awarded, will be firm for a certain period of time, usually one (1) year.

When an award is made on an annual contract the vendor will be notified with a purchase order number and this purchase order number must be indicated on each invoice that is presented to the City of Douglas for payment. This purchase order number will be used throughout the contract period.

City of Douglas, GA. Removal from Bid List (Debarment)

It may be necessary for Purchasing Dept. to remove a vendor from the Cities Bid List for a specific reason. Vendors that are removed from the Bid List will be notified in writing by Purchasing and an explanation for the debarment will be given.

Some of the common reasons for debarring a vendor are listed below:

- (1) Collusion
- (2) Bid Rigging
- (3) Reneging on a Bid
- (4) Poor Performance
- (5) Non-Compliance with Specifications
- (6) Failing to ****Respond**** to a bid (3) consecutive time.

>>This does not mean that you have to bid, only that you must respond, returning a “No Bid” is considered a response and will not constitute removal.<<

**City of Douglas, GA.
Requirements of Vendors:**

Any person, firm or corporation physically soliciting business or providing services in the City of Douglas are required to have a City Business License. The Business License Office is at City Hall, 224 E. Bryan Street, Douglas, Ga.

Should you need any information on obtaining a City of Douglas Business License, please call Rodger Goddard at:

Phone: (912) 389-3462

Fax: (912) 383-9529

Email: rgoddard@cityofdouglas.com

TO: All Vendors
FROM: City of Douglas, Purchasing Dept.
DATE: October 13, 2021
RE: Information as requested.

Mail only the Bidders Application and the W-9 (Taxpayers ID Form). The Purchasing Manual is yours to keep.

Thank you for allowing us to serve you.

Thanks again,

City of Douglas
Purchasing Dept.