

POLICIES

Representatives of the Purchasing Division have full authority to question the quality, quantity, delivery schedule, product or service warranty, discounts and kind of material or service requested in order that the best interest of the City of Tulsa may be served.

The Purchasing Division will be the first point of contact when a supplier wishes to supply equipment, supplies or most services to the City. Suppliers should be aware that any commitment to purchase by any means other than a City of Tulsa Purchase Order, Contract, or authorized City Purchasing Card (for small dollar purchases), may not be honored.

Neither the Purchasing Agent, nor any other Purchasing staff, **shall receive** any benefit or profit from any purchase or contract made by the City of Tulsa. **Acceptance of gifts is prohibited.**

Note: The City of Tulsa is exempt from any Federal and State sales & use taxes.

NON-DISCRIMINATION

The City's goal is for all qualified bidders to be afforded equal opportunity to bid or quote, and to compete on equal terms.

Contracts with the City will include this clause: Equal Employment Opportunity. Contractor shall comply with all applicable laws regarding equal employment opportunity and non-discrimination.

A copy of City ordinances which may address equal opportunity can be obtained from:

Mayor's Office for Human Rights
175 E. 2nd Street, 6th Floor
Tulsa, OK 74103
(918) 596-7818

The contractor will be required to complete a **'Work Force Report'** for the Mayor's Office for Human Rights where applicable.

In addition, the contractor may also be required to undergo a complete compliance review by a Mayor's Office for Human Rights representative. The contractor is required to utilize businesses as outlined in the SBE Program (see below).

This information is required to monitor the City of Tulsa's efforts to provide opportunity to disadvantaged business enterprises.

SBE PROGRAM

The COT Mayor's Office for Human Rights administers the Small Business Enterprises (SBE) program. The program was revised in 2015 and it is available to small businesses which meet size standard criteria. To be eligible to participate in the program the business will have no more than 25 full time employees with an annual sales volume (averaged over the previous three years) of goods/services/supplies of 3 million dollars or less or construction of 5 million dollars or less.

Developing and Growing Business:

A Developing/Growing Business is a business whose size standard meets the criteria set forth in SBE qualifying standards. A "developing business" is a small business in its early stages of operations. A "growing business" is a small business with demonstrated capacity to expand; it is a mature business seeking to expand operations and increase revenues.

PURCHASING DIVISION

The Purchasing Division welcomes new suppliers to do business with the City of Tulsa.



This brochure is intended to:

- ◆ Provide a better understanding of the City of Tulsa's purchasing process.
- ◆ Provide assistance in bidding on City business.
- ◆ Explain policies, payment procedures, business hours, and provide other pertinent information.

The City of Tulsa's **Purchasing Division** is established by **Title 6, Chapter 4 of the Tulsa Revised Ordinances.** This ordinance charges the Purchasing Division with procurement responsibility for all equipment, supplies, contractual services, and professional services required by the City, and for the disposal of all surplus property. The City's Engineering Department is responsible for bids for Public Construction projects and for acquiring Architectural/Engineering Services.

Purchasing Division's address is:

**One Technology Center, 5th Floor
175 E. 2nd Street
Tulsa, OK 74103**

Telephone: (918) 596-7564

DOING BUSINESS WITH THE CITY OF TULSA

If you are interested in doing business with the City, take a look at our website:
<https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/>

You can access any of our current formal solicitations posted on our website via the link below:
<https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/current-bid-opportunities/>

If you want to receive notice that a current solicitation has been posted to the website, you can register as a vendor in our database, under whatever NIGP commodity codes you want to be notified about. Any time one of the City's buyers posts a solicitation, notice is sent by the system via e-mail to all the suppliers registered under the commodity code they happen to be buying at that time.

The form to register is available at:
<https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/register-as-a-vendor/>

To see past solicitations go to:
<https://www.cityoftulsa.org/government/departments/finance/selling-to-the-city/current-bid-opportunities/>

How Do I Get On The Bidders List?

1. You can obtain the registration form by visiting the City's Web Site, www.cityoftulsa.org.
2. Send your completed registration form with the specific commodity codes for the supplies, equipment, or services you would like to provide to the City of Tulsa.
3. If you have questions, call us at 918-596-7564.

How Do I Know When To Give A Price Quote?

A buyer will usually send you a **'Request for Quote' (RFQ) via e-mail** when quotes are being solicited for purchases totaling less the \$25,000. There may also be instances when a buyer will solicit a quote by telephone. The **RFQ** will inform you what to quote on and when the quote is due. Be sure to reference the RFQ number on your quote and return it to the buyer, as instructed.

When Is A Formal Competitive Process Required?

Any purchase with an estimated cost of **\$25,000 or more** will result in a formal notice being published in the **Tulsa World** at least five (5) days prior to the bid opening. The City's Supplier Tracker System will also send notification via e-mail of the solicitation to all suppliers registered for the commodity code being purchased. **All formal competitive process solicitations are posted online and can be downloaded in Adobe file format at your convenience.**

When Are Responses to Formal Solicitations Opened?

Each Formal Solicitation has instructions as to the time and place of the bid openings. Usually the bids are opened and read at 8:30 A.M. on Thursdays in the City Council Meeting Room on the 2nd floor of One Technology Center.

Who Can Attend The Bid Openings?

Bid openings are open to any interested person(s).

Who Can See The Bids?

Since the bids are a matter of public record, one original of each sealed bid is kept on file at the City Clerk's Office. Anyone may request to review the bids **after the bid has been awarded and a contract executed or a PO has been issued**. Bid tabulations are posted online as soon after opening as practicable.

Are Late Bids Accepted?

Bids are **not accepted** after the time and date of the bid closing, which is **5:00 P.M.** on the day **prior to** the bid opening. **Late bids are returned unopened to the bidder.**

Information Accessible Through the City's Web Site.

- ◆ Sealed Bid Invitations
- ◆ Sealed Bid Results
- ◆ SBE Application
- ◆ Registration Form
- ◆ Commodity Codes List

Payment of Invoices.

In order to obtain payment for supplies or services furnished, the supplier **must** submit an itemized invoice to:

**City of Tulsa
Accounts Payable Section
One Technology Center/5^h Floor
175 E. 2nd Street
Tulsa, OK 74103**

Or, Invoices can be e-mailed to:

APInvoices@cityoftulsa.org

Payment usually should be received within 30 calendar days after submission of invoice for payment.