



1 Civic Center Circle, Brea, California 92821

[www.cityofbrea.net](http://www.cityofbrea.net)

## Supplier Registration

The City of Brea, Purchasing Division, maintains the Supplier Registration files. Should your company be interested in being added to the files, please complete the Supplier Registration Form and return it and your business card to:

**City of Brea  
Purchasing Division  
RE: SUPPLIER REGISTRATION FORM  
1 Civic Center Circle  
Brea, CA 92821-5732**

Upon receipt of your response, the information will be forwarded to the Buyer before it is filed. This does not guarantee your company will be contacted for all applicable bids, however the information may be used by staff in selecting potential sources and kept on file for up to 2 (two) years. Please include a line card, brochure, catalog, cover letter or any additional information you feel will be useful in identifying your business or services.

### **Acquainting Suppliers with Selling to the City of Brea**

The purpose of this information is to familiarize suppliers with the policies, procedures and bidding regulations of the City of Brea's Purchasing Division. It is not practical to enumerate all the rules; rather the major guidelines are summarized herein for your information and assistance. If you require clarification or further information, please contact the Purchasing Division.

### **Bidding or Quoting**

The term 'quote' is used to request prices and may be transacted on City bid quotation forms or by obtaining telephone quotations. The term 'bid' is used for transactions that require submittal of sealed bids on forms supplied by the City; however, each has the same general meaning and are often used interchangeably. Buying, whether by bid, personal contact, mail, phone or formal procedures, is the responsibility of the Purchasing Division. The Government Code of the State of California, in conjunction with the City of Brea Municipal Code, requires every public purchase be governed by adopted policies, procedures and bidding regulations. All City purchases of supplies, services and equipment are made only by authorized purchase orders issued by the Purchasing Division. The only exception to this rule are petty cash, blanket and open account purchases of supplies, or use of a credit card. Additions or changes to purchase orders are not permitted without consent of the Purchasing Division.

### **All Purchases That Exceed \$3,000 Require Authorized Purchase Orders Issued by the Purchasing Division**

A purchase order issued by the Purchasing Division is the authority for a supplier to accept an order and deliver any supplies and equipment or provide services to the City of Brea. It is your responsibility to insist

on compliance with the above noted policy, regardless of any statement made by an employee. Any supplier providing equipment, supplies or services without having first obtained a purchase order number do so at their own risk. The Purchasing Division buys almost exclusively by competitive bid. The methods and procedures vary with the type and specific dollar amount of purchase, but all procedures for these purchases are intended to produce maximum open competition.

All initial contacts to the City from suppliers representatives should be made through the Purchasing Division. Occasionally, departmental personnel may request the services of suppliers for technical and general information. However, negotiations regarding prices and bidding are conducted by the Purchasing Division. Situations may arise when it is necessary for other departmental personnel to obtain prices. In any event, suppliers contacted are on a qualified supplier's list in the Purchasing Division. It is City policy to pursue the "best" competitive price which includes consideration of quality and service capabilities. The City deals primarily with manufacturers and wholesalers, and purchase at highly competitive prices; therefore, retailers often have difficulty in competing for City business.

Make your sales investment wisely. Occasionally, a supplier will expend considerable time and effort in presenting their product to the City. However, the purchase will eventually be made by competitive bid. Expensive designs, demonstrations, layouts, etc., will not guarantee the supplier a sale. Specifications developed by using departments will be carefully reviewed by the Purchasing Division to eliminate undue restriction and other limitations unnecessarily reducing competition. The purchase will ultimately be made from the lowest responsible bidder meeting these objective specifications. The help you provide using departments in developing a purchase request, although sincerely appreciated, unfortunately cannot be considered when the final purchase decision is made.

### **Suppliers List**

The suppliers list maintained by the Purchasing Division is composed of many commodity classes. Every effort is made to keep these lists current. Suppliers are requested to complete the Supplier Registration Form, indicating their desire to be placed on the City's supplier list, and elaborate on the material or service they are interested in supplying to the City. Information is placed in our suppliers list file; therefore, it is to your advantage to indicate the prime goods or services sold so we can place them in the proper commodity grouping. This form will be kept in an active file for a two-year period.

### **Removal From Suppliers List**

If a supplier does not respond to several consecutive bid invitations or price quotation requests, they may be removed from the supplier list. Normally, three or more consecutive failures to bid are considered grounds for removing a bidder from the list. The City does include a form in the mailed bid package, "No-Bid" Response Form. You are urged to complete this form if you choose not to submit a bid, and remain active in our file. Other reasons include:

- a. Failure to meet delivery dates.
- b. Failure to meet specifications.
- c. Consistent poor performance, or failure to rectify problems in a timely manner.
- d. Any other condition(s) that would not be in the City's best interest.

### **Reinstatement to Suppliers List**

If you are removed from the suppliers list, you may appeal such action to the Purchasing Agent. A supplier may be reinstated only on evidence that they have resolved the problem(s) that caused their removal. A period of suspension, if any, depends on a variety of factors and requires considerable professional judgment. The Purchasing Agent will determine what appropriate action will be taken.

## **Awards**

The awards are made by issuing a 'Purchase Order'. A properly signed purchase order is your authority to deliver and charge for the material, equipment, or service described thereon in accordance with the terms and conditions stated on the purchase order. Certain purchases are also accompanied by execution of a formal agreement or contract setting forth all terms and conditions of a purchase.

Informal telephone transactions are awarded to the lowest responsible bidder. Awards to the successful bidder are made by issuing a purchase order, the number of which should thereafter be on each delivery ticket, invoice, and on any other pertinent data.

Your quotes or bid prices are always confidential until the award is made. Once the award is made, the transaction and basis for award becomes a public record. The history of the transaction is open to inspection by the public at any time during normal office hours. Attempting to influence awards by offers of gifts is prohibited.

## **First, Last & Best Prices**

The Purchasing Division strives to act ethically in its relationships, actions and communications with suppliers. A sincere effort is made to promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle. Therefore, suppliers are urged to quote their lowest prices initially in their quotation, and avoid any attempt to renegotiate prices after all bids have been received.

## **Valid/Late Bids**

It is the supplier's responsibility to deliver their sealed bid to the City Hall (3rd floor) —Purchasing or City Clerk's Office, as indicated, in accordance with the bid instructions prior to the time for opening bid shown on the invitation.

Failure of a supplier to return a sealed bid by the stated bid opening time will be treated as a late bid, and will not be considered. However, they will be received, time stamped and filed unopened.

## **Telephone/Confirming Orders**

Frequently, orders are placed by the Purchasing Division by telephone prior to issuance and mailing of the purchase order. The Purchasing Division will issue a Purchase Order Number, and, in turn will mail the original purchase order, with the notation. "CONFIRMATION ONLY—DO NOT DUPLICATE" shown thereon.

## **Annual Contracts-'Blanket Orders'**

Materials and services that are in constant demand by the various departments of the City are contracted on an annual basis, by establishing firm-fixed price Blanket Orders. Suppliers wishing to bid, whether or not their names are on the regular suppliers list, are invited to do so.

## **Proprietary Purchases**

Parts that are proprietary to one make or model of equipment, or that may be obtained from only one source are purchased directly, without competitive bids. However, firm prices, delivery and discount are requested prior to an order.

## **'Open Account' Purchases**

Purchase of miscellaneous and sundry items of small dollar value from a frequently used supplier are

made by (open charge account) purchase orders to local suppliers.

### **Emergency Purchase Orders**

A purchase order must be issued for all emergency purchases in accordance with applicable procedures contained in the City's Municipal Code—Purchasing Ordinance.

### **Cooperative Contract Purchases**

Purchases of supplies, equipment, services, and sales of personal property made under a cooperative purchasing program, utilizing purchasing agreements maintained by the County, State, or other public agencies, are utilized by the Purchasing Division.

### **Sale of City Property and Surplus Materials**

The Purchasing Agent is responsible for sale of City property and surplus materials in accordance with resolutions and procedures. Disposal of surplus property will be accomplished by periodically participating in public auction or by soliciting bids.

### **Payment Schedule**

The City processes payments for goods and services received weekly upon receipt of an original invoice and proof of delivery. This schedule applies to partial as well as complete orders.

### **Local Supplier Preference**

Local preference is the practice of purchasing from certain suppliers because they are also City taxpayers. Local preference is not acceptable as a measure of product evaluation. All orders and contracts will be awarded on the basis of quality, delivery, service and price. When these factors are clearly equal, it is completely proper to give preference to local taxpayers, to a one-percent extent. This is reflective of the one-percent sales tax revenue the City receives from all retail sales occurring within the City of Brea.

### **Business Hours**

You are welcome at the Purchasing Division office. Sales representatives hours are 8:00 A.M. to 4:00 P.M., Monday through Thursday or by appointment on Fridays. We are closed on alternate Fridays. However, calling ahead to set an appointment is advisable.