

DOING BUSINESS WITH THE CITY OF THOUSAND OAKS

Thank you for your interest in doing business with the City of Thousand Oaks. Our suppliers make a valuable contribution to the health, safety, and welfare of the communities and taxpayers we serve, and we appreciate your efforts in providing the City with quality products and services. Our goal is to educate our suppliers by outlining the City's Purchasing policies and procedures and to explain how a supplier may participate in doing business with the City. When we do business with you, we want you to feel that each transaction has been satisfactorily conducted in a respectful, fair, and professional manner.

Organization

Procurement is decentralized with centralized oversight by the Purchasing Office:

- Dollar items, under \$75,000 are delegated to individual departments and authorized when the Purchase Order has been issued;
- Purchases over \$75,000 require a Bid or Request for Proposal (RFP), are posted on our website, advertised in the newspaper, awarded by City Council, and authorized when the Purchase Order has been issued by the Purchasing Officer;
- Except for emergencies, Public Works projects over \$60,000 must be accomplished through a written bid process. Public Works projects are posted on the City's Purchasing website, and sent to various plan rooms.

Supplier Registration

The City of Thousand Oaks maintains a list of interested suppliers of the various products and services the City requires. You may contact the City's Purchasing Office or visit our website to register as an interested supplier. Generally when bids are posted, suppliers who have registered will receive an email notification of the posting. Registering on our vendor website does not guarantee that a supplier will be notified every time a quotation or bid for a particular commodity or service is issued. Buyers may also contact firms that are not on the list of suppliers. In addition, failure to respond to more than one invitation to Bid or Request for Quotations, returned mail, and returned email notifications may result in the removal of your firm's name from the supplier list. Please be sure your vendor information is kept current.

Specifications

Written specifications are used in the procurement process to describe the required level of quality, quantity, delivery, and scope of work. In addition to the specifications, terms and conditions governing the purchase are outlined in the invitation to Bid, Request for Quotations, or Request for Proposal.

Specifications are generally prepared by the Project Manager and reviewed by the Purchasing Office to eliminate undue limitations that unnecessarily reduce competition. Occasionally, a supplier may expend time and money assisting an individual Project Manager in developing the specifications. If this is done, please keep in mind the

purchase may eventually be made through a competitive process and the time spent on expensive design, demonstrations, and layout does not guarantee an order.

Procurement Documents

The City uses Purchasing Cards for transactions under \$5,000, and Purchase Orders and Blanket Purchase Orders to facilitate procurements of \$5,000 and over. These documents are vital to doing business with the City. If a City employee places an order with you, be cautioned that you should require one of these documents prior to shipping the order as it is your guarantee of payment.

Purchasing Card

The City's Purchasing Cards are basically Visa charge cards with greatly enhanced controls and data reporting capabilities, and are used for procurement of small-dollar purchases. The Purchasing Card allows a City cardholder to purchase goods on an as-needed basis up to the specified transaction limit without obtaining specific Purchasing approval. Generally, the single transaction limit is \$1,000 with a monthly limit of \$5,000; however, not all Cardholders have the same transaction limit assigned to their Purchasing Card.

Blanket Purchase Agreements

The City's Blanket Purchase Agreement (BPA) allows a supplier to sell goods to the City on an as-needed basis, up to the specified transaction limit of the BPA. If you are awarded a BPA, you should carefully review the terms and conditions as well as the transaction limits to ensure any orders shipped are within the scope of the Agreement.

Emergency Purchases

There may be emergency situations when an order must be placed after hours or on weekends when the City's Purchasing Office is closed. Be assured that true emergency purchases at such times will be approved; however, you are required to obtain the individual's name and department along with employee's City identification, if the order is placed in person. City personnel will obtain a Purchase Order number from the Purchasing Office on the following business day and the Purchase Order will be mailed to you. Purchasing Cards may also be used for procurement of items in an emergency.

Change Orders

A Purchase Order is the City's contract with a supplier. If a separate written contract exists, the contract number will be referenced on the Purchase Order and those Terms and Conditions supersede the Terms and Conditions outlined on the Purchase Order. Any change to the contract or Purchase Order must be in writing and authorized by the Purchasing Officer.

Delivery and Inspections

Shipment is made to the City of Thousand Oaks on an FOB destination basis. Failure to meet specified delivery dates may cause cancellation of the order and reflect adversely on your firm's overall performance rating. Variations from the specifications may result in shipment rejection.

Insurance

In most cases, the City requires suppliers, contractors, and consultants or their representatives, to have a certificate of insurance with coverage at the minimum limits required by the City, to be on file with the contracting department. Separate endorsements, naming the City as Additional Insured, are required for General Liability and Automobile Insurance. In addition, Workers' Compensation insurance that meets the minimum State requirements must also be provided.

Billing and Payment

The Purchase Order number must appear on all invoices, shipping tags, and all correspondence relevant to the order. Payment is made after receipt of invoice, delivery and acceptance of the materials as specified on the Purchase Order, or completion of services per contract provisions. The City tries to pay all invoices within 30 days of receipt of invoice; payment may not be made in advance of receiving the product.

Gifts and Gratuities

The City recognizes the responsibilities of all its employees to maintain good relations with all members of the supplier community and believes this can be accomplished in a professional manner without gifts or gratuities interfering with, and or influencing, employees.

City Projects

Except for emergencies, Public Works projects \$60,000 and over must be accomplished through a formal or informal bid process. To obtain information about upcoming City projects, contact the Public Works Department for assistance. To add your company to the Public Works project contact list, please contact the Public Works Department.

Sales Calls

The City's Purchasing Office is open from 7:30 a.m. to 5:00 p.m., Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on alternating Fridays. To conserve time and ensure you receive adequate attention, we urge you to schedule an appointment prior to coming to the Purchasing Office. Routine "courtesy calls" are not encouraged as they can disrupt the daily workflow. For additional information, please contact Purchasing at 805/449-2226, or email isavulescu@toaks.org.
