

## **DOING BUSINESS WITH THE CITY OF KALAMAZOO**

City of Kalamazoo  
Purchasing Division  
241 W. South Street  
Kalamazoo, MI 49007

Phone: 269-337-8020  
Fax: 269-337-8500  
Website: [www.kalamazoocity.org](http://www.kalamazoocity.org)

The City of Kalamazoo is very appreciative of those businesses that bid on City projects and faithfully provide the goods and services contracted for. Quotes and bids for purchases over \$25,000 are solicited from firms using a bidders list. The bidders list is organized using a commodity code system of goods and services purchased by the City. The Department also maintains a directory of minority and women owned business enterprises. If your firm is owned (51% or more) by one of the ethnic minority groups as defined by the Public Works Employment Act of 1977 (African-Americans, Hispanics, Asian-Americans, Native Americans, Eskimos or Aleuts), please notify us so that we may add you to the directory. The bidders list is maintained on an ongoing basis with bidders being removed as well as being added. If a bidder does not respond to bid solicitations for a particular commodity code, they will be removed from that code of products/services.

Click on the links below to access specific information:

**[HOW TO GET ON THE BIDDERS LIST](#)**

**[BID SOLICITATION](#)**

**[LATE BIDS](#)**

**[NO BIDS](#)**

**[AWARD POLICY](#)**

**[BID PROTEST PROCEDURE](#)**

**[INVOICES](#)**

**[STAFF](#)**

### **HOW TO GET ON THE BIDDERS LIST**

To be added to the City's bidder list you must:

1. Complete the Bidders List Application and the commodity class list by marking the commodity code number(s) of the supplies and/or services you can provide;
2. Return the SIGNED application and commodity code list to the Purchasing Division.

The City's bidder list is organized by commodity codes. Careful attention to the commodity list will ensure that you are added to the correct list.

Maintaining the bidders list is a continuous process. Bidders will be removed from that commodity code if they do not respond to bid solicitations. Due to many requests and other departmental workload, it may take up to two weeks to add a bidder on the appropriate list.

## **BID SOLICITATION**

Announcements requesting bids are e-mailed or faxed to vendors on the appropriate bid lists. Other public notices include posting announcements at City Hall and on the City's website: [www.kalamazoo.org](http://www.kalamazoo.org), under the Bid Opportunities section. Notices may also be sent to Builder's Exchange or other plan houses for construction projects, as special circumstances require.

The following methods are used to solicit bids:

1. Request for Quotations (RFQ) - Informal written quotes that include: price, terms of sale and description of good or services offered by a bidder. Bidders are encouraged to provide an immediate response to a RFQ since the period of time is so short and awards are usually prompt.
2. Invitation for Bids (IFB) An IFB is a formal bid document available on the City's website to prospective bidders for the submission of sealed bids to provide commodities or services. IFBs include specifications and the City's term and conditions for the purchase. This document will become the purchasing contract.
3. Request for Proposal (RFP) - This type of formal bid document is also available on the City's website and is most commonly used for professional services or consulting contracts. Provisions, including work plan, level of effort, and price may be negotiated.
4. Request for Qualification (RFQ) - This document is used primarily for professional services, i.e., Architectural or Engineering as part of a two-step process. The first step is to evaluate the qualifications of the firm and the second step is to receive proposals.

Each bid document includes instructions about how to prepare and submit a bid.

***NOTE: It is the sole responsibility of the bidder to ensure timely delivery of a bid to the Purchasing Division.***

## **LATE BIDS**

Any bid received by the Purchasing Division after the bid opening cannot be considered. Late bids will not be considered.

## **NO BIDS**

In the event that a vendor will not be bidding a project, a Statement of No Bid should be returned to the Purchasing Division advising whether future bid invitations for the type of supplies/services covered by the bid solicitations are desired. Bidders will be removed from the bidder's mailing list if they do not respond to bid solicitations.

## **AWARD POLICY**

All submissions are evaluated by the Purchasing/Risk Management Division and the user department and the award is made to the low responsive bid from a responsible bidder. The City considers price, responsiveness to the specifications and terms of purchases, qualifications, capability of bidder and other relevant factors to determine the low responsive and responsible bidder. All awards require approval by the Purchasing Manager, City Manager, or City

Commission based upon the dollar amount of the purchase.

The City reserves the right to:

- Make an award on an aggregate or split basis, whichever is in the best interest of the City.
- Consider any bid non-responsive and reject the bid if all of the requested information and/or technical literature is not submitted with the bid.
- Negotiate with the bidder in the event of, but not limited to:
  1. No bids received;
  2. A single bid received, or;
  3. Prices quoted are over budget or unreasonable.

## **BID PROTEST PROCEDURE**

### 1. Right to Protest:

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation of award of a contract may file a written protest with the Purchasing Manager. A protest with respect to an Invitation for Bids or Request for Proposal shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. In all cases, the protest shall be submitted within ten (10) calendar days after receiving knowledge of the action about which the protest is being made or the award of the bid, whichever is sooner.

### 2. Stay of Procurement During Protests

In the event of a timely protest, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Manager makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the City.

### 3. Notification of Grantor Agency—Grant Funding

If a procurement action that spends grant funding is subject to a protest, the grantor agency shall be notified in writing of such protest and any subsequent response made by the City or the challenging vendor.

### 4. Decision of the Purchasing Manager

The Purchasing Manager shall issue a decision in writing within fourteen (14) calendar days after receipt of such protest or notice of other controversy. A copy of that decision shall be mailed, or otherwise furnished, to the aggrieved party and shall state the reasons for the action taken.

## 5. Appeal

The decision of the Purchasing Manager shall be final and conclusive unless the aggrieved party files a written appeal with the Purchasing Manager, addressed to the City Manager, within ten (10) days after receipt of the Purchasing Manager's decision.

## 6. Decision of the City Manager

The City Manager shall issue a decision, in writing, within fourteen (14) calendar days after receipt of appeal unless the parties agree to a longer period. The decision of the City Manager shall be final and conclusive, and a copy of that decision shall be mailed, or otherwise furnished, to the aggrieved party and shall state the reasons for the actions taken. In the absence of a decision by the City Manager within the time specified, the decision of the Purchasing Manager shall stand.

## **INVOICES**

No orders for merchandise or services should be taken by a vendor without either a LEPO number (Limited Expenditure Purchase Order) or a regular PO number (Purchase Order) from the department making the order.

All original invoices, plus one copy, should be sent to the City of Kalamazoo, Budget & Accounting Division, 241 W. South Street, Kalamazoo, MI 49007. A copy of the invoice may be sent to the department that ordered the merchandise or service.

1. The LEPO number or PO number should be stated on the original invoice.
2. All original invoices should state the name of the department ordering the merchandise or service.
3. The delivery slip should be signed legibly, along with the City ID number of the employee receiving the goods.

## **STAFF**

Purchasing Manager:	Teresa T. Johnson, CPPB	337-8443	<a href="mailto:johnsont@kalamazoo.org">johnsont@kalamazoo.org</a>
Buyer:	Michelle Emig	337-8445	<a href="mailto:emigm@kalamazoo.org">emigm@kalamazoo.org</a>
Admin Support Coordinator:	Patricia Vargas	337-8020	<a href="mailto:vargasp@kalamazoo.org">vargasp@kalamazoo.org</a>
Records Clerk:	Craig Hull	337-8444	<a href="mailto:hullc@kalamazoo.org">hullc@kalamazoo.org</a>