

**How to do
Business with
the City of
Chandler**



**175 South Arizona Avenue
Third Floor
Chandler, AZ 85225
(480) 782-2400
www.chandleraz.gov**

**Introducing Products and
Services to the City**

The City engages in various activities while providing municipal services for its residents. Some of these services include police and fire protection, water production and distribution, traffic engineering, street maintenance, sanitation and trash collection, sewage disposal, public planning and inspection services. A great variety of equipment, supplies and services must be purchased in support of these operations.



Visit us online at
chandleraz.gov

We also engage the services of professional consultants including Information Technology and Human Resources consultants.

If you sell a commodity or provide a service needed by the City, the Purchasing and Materials Division encourages you to compete for opportunities to work with the City.

You may contact the office to make an appointment with the Procurement Officer responsible for the products or services you provide. The Procurement Officer can review with you the frequency, method, and pricing used to obtain the product or service.

Please note that construction projects are processed through the Capital Projects Division of the Transportation and Development Department.

Buying Surplus Items from the City

The City of Chandler approaches the disposal of surplus property in several ways:

- Donation and trade-in
- Live public auction
- Online public auction

- Visit <http://www.publicsurplus.com>

Local Business Consideration

A Chandler business with a valid Transaction Privilege Tax (TPT) license is eligible for a 1.5% benefit in the evaluation of price in competitive solicitations.



**City of Chandler
Purchasing and Materials Division
www.chandleraz.gov**

**175 South Arizona Avenue
Third Floor
Chandler, AZ 85225**

**Phone: 480-782-2400
Fax: 480-782-2410
E-mail: purchasing@chandleraz.gov**



Mission, Vision and Values

The Division's Mission is to maintain a centralized purchasing system consisting of procurement and material control, which is designed to maximize the effectiveness of the tax dollar while providing timely and adequate support of the City's needs for materials and services.



- Commitment**
- Integrity**
- Innovation**
- Communication**
- Respect**
- Teamwork**
- Diversity**
- Personal Responsibility**

We are leaders in the field of public procurement and strategic sourcing, bringing value and efficiency to each procurement while operating within City policy, Code and sound business practices.

Purchasing activities are of public interest and a matter of public record. We are governed by the highest ideals of honor and integrity in all public and personal relationships in order that we may merit the respect and inspire the confidence of the agency and public we serve.

Purchasing is guided in its procurement procedures by several established policies including Arizona State Law, the City of Chandler Charter, the City Code and Administrative Regulations. We secure the required quantity and quality of materials at the most cost effective price while maximizing competition, providing those interested with the opportunity to offer their products and services to the City

Under no circumstances will any City employee accept directly or indirectly, gifts or other items of value from individuals or firms, nor will they seek or dispense personal favors. Administrative issues are handled objectively.

Vendor Registration

The City of Chandler uses the State of Arizona's on-line vendor registration system. Visit www.chandleraz.gov, select Business, then Doing Business with the City. Select the Vendor Registration System link and follow the registration instructions. The system will immediately notify you via e-mail of new solicitations and addendums within your registered commodity codes. The system will automatically post solicitation notices, packages and addendums to the City of Chandler Purchasing website, where you will be able to download these documents. There is no cost to register, download documents or respond to solicitations.

The City actively participates in multiple cooperative purchasing programs, both in state and out-of state such as State of Arizona, SAVE, Western States Contracting Alliance, US Communities and Mohave Educational Services Cooperative. Please also register with other area public sector entities.

Solicitation Methods

Offers are solicited formally and informally. Formal solicitations, Invitations for Bid (IFB) and Requests for Proposal (RFP) are used when the value of the purchase of goods or services exceeds \$50,000 and consulting services when the value exceeds \$30,000. Informal procedures, verbal and written quotes, are used when the value of the purchase is more than \$5,000 and less than \$50,000.



Office Hours:
Mon - Fri
8:00 - 5:00

Factors that may be considered when awarding a RFP may include experience and expertise, method of approach to scope of work, and price.

Pre-bid or proposal conferences are usually held. Attend to ask questions, receive additional information and network with other interested offerors.

Solicitations are usually on the street for 30 days, but this time may be shorter or longer depending on the solicitation. After the due date, the evaluation process generally lasts several weeks. Some complex solicitations may take longer.

All solicitations are publicly opened. Offerors may attend the opening. For IFBs, bidder names and certain dollar amounts are read aloud. For RFPs, only the names of the offerors are read aloud.

Delivery, Payment and Taxes

All purchases are normally made F.O.B. Destination. Unless otherwise specifically stated, the City's title to goods occurs upon satisfactory delivery at the delivery point shown on the purchase order.

Invoices are prepared and submitted to the City for items purchased. Payments are not made prior to receipt of materials or services.

For purchases under \$1,000.00, the City's preferred method of payment is the purchasing card (P-Card). The City has issued a purchasing card to many employees. Each card has the employee's name and the City of Chandler logo imprinted on the card. Purchases are generally limited to no more than \$5,000 per transaction.

Individuals and firms are responsible for obtaining the appropriate transaction privilege tax license. The City of Chandler does pay sales tax for in-state purchases and a use tax for out-of-state purchases.

The City is exempt from paying federal excise tax and will, upon request, will execute an exemption certificate in connection with orders when this tax would otherwise be due.

The City is exempt from paying sales tax and use tax for certain items such as chemicals used for processing drinking water, and pipes that are four inches or larger used for transporting drinking water including fire hydrants and valves.

