

How do I introduce myself? For small purchases (under \$25,000), our departments need to know who you are. There are several ways to make this connection:

- u Contact the department's Purchasing Liaison. A current listing is available on the Purchasing website.
- u Contact the Buyer in Purchasing. A current commodity assignment listing is available on the Purchasing website.
- u Contact us by e-mail at purchasing.info@mesaaz.gov.
- u Give us a call at 480-644-2301.

To register for bid opportunities, visit the Purchasing webpage and choose "Register for Electronic Notification of Bids/Proposals." This is a self-registration process and once registered, you will receive email notification of opportunities in the categories selected. If you have any questions during the registration process, please call us at 480-644-2301.

What information is available on the website?

- u Current bid opportunities
- u Bid opening results
- u Notices of awards
- u Registration for bid notification
- u List of term supply contracts
- u Invoicing guidelines
- u Purchasing Staff Assignments
- u Department Purchasing liaison contact list
- u Link to Engineering for Capital Improvement Information



In 2008, The National Purchasing Institute honored Mesa's Procurement Services Department with the "Achievement of Excellence in Procurement" award for the fourth time in as many years. This prestigious award recognizes organization excellence in public procurement and is awarded to those organizations that meet criteria designed to measure innovation, Professionalism, e-procurement, productivity and leadership.

Our mission is to acquire quality materials and services for all City departments in a timely and cost effective manner, providing the resources they need to perform their missions, while maintaining an open and competitive environment.

Our vision is to be recognized by our customers, suppliers and community as professionals in the procurement of quality products and services, dedicated to customer satisfaction, efficient service, fairness and effective financial management.

P.O. Box 1466
Mesa, Arizona 85211-1466
(480) 644-2301 Phone
(480) 644-2655 Fax

How to do Business with the City of Mesa





Welcome! The City of Mesa has a decentralized procurement function. Often, this can make finding that right contact difficult. Hopefully, this pamphlet will assist you!

What does Mesa buy? Mesa engages in a wide variety of activities while providing services for its residents. Mesa operations include: police and fire protection, water production and distribution, distribution of natural gas and electricity, airports, street maintenance, libraries, golf courses, parks and recreation facilities and activities, museum, the Mesa Arts Center and much more!

We buy just about everything, so if you sell a commodity or provide a service that you think is needed by the City and if your prices and services are quality and competitive, we're interested in hearing from you!

- u **Construction** is done through the Engineering Department. This includes design, construction and major improvements of any City building, street or utility system.

Current bid opportunities, planholders lists, bid tabulations, standard specifications, information on how to submit qualifications for professional services and how to be notified of bid opportunities is available on the Engineering website at:

mesaaz.gov/engineering

- u **Other Procurements** are done under the rules and review of the Procurement Services Department

Purchases under \$2,500 are conducted by the using department by obtaining at least one quote, where that price is fair and reasonable. Purchases may be made using City Procurement Cards or by Limited Purchase Order (LPO).

Purchases between \$2,500 and \$5,000 are conducted by the using department by obtaining at least three quotes. Purchases may be made using Limited Purchase Orders (LPO).

Purchases between \$5,000 and \$25,000 are conducted by the using department and Purchasing. The user will obtain at least three written quotes and submit them to Purchasing for review and for a Purchase Order (PO) to be cut.

Purchases over \$25,000 generally require public bid conducted by Purchasing. Notice is mailed or emailed to those registered with the City and is published in the East Valley Tribune.

Bids can be downloaded free of charge from the Purchasing website.

Note: Certain services, rentals, travel expenses and utilities may be purchased without purchase order using an "Invoice for Payment" method.

Cooperative Purchasing The City participates in many cooperative purchase agreements, including the State of Arizona, US Communities Government Purchasing Alliance and the Western States Contracting Alliance.

The City is also a member of SAVE (Strategic Alliance for Volume Expenditures), which includes local counties, cities and school districts. Often a contract awarded by a SAVE member can be used by other members. **So your bid for Mesa may get you additional business as well!**

Who do I contact about payment issues? The City has a great Accounts Payable staff available to resolve any problems. You can contact them at 480-644-2355.

Gifts and Gratuities? Thank you for your kind thoughts, but under NO circumstances is any City employee able to accept, directly or indirectly, gifts or other items of value from persons doing business or seeking to do business with the City.