

Information for Suppliers and Service Providers

City of Thornton
Contracts and Purchasing Divisions
9500 Civic Center Drive
Thornton, CO 80229
303-538-7325

First things first

For complete information and key links, visit the ***Contracts and Purchasing*** area on the City of Thornton Web site <http://www.cityofthornton.net>.

The City of Thornton is centralized in its contracting and purchasing functions, and all procurements exceeding a value of \$2,500 are handled by the Contracts and Purchasing Divisions.

Setting appointments

If you would like to meet with someone from the Contracts Administration Division or the Purchasing Division, we ask that you call first and make an appointment. We discourage drop in calls as it is difficult for us to insure that we will always be available to meet with you.

Product testing and demonstrations must be coordinated through the Contracts and Purchasing Divisions. Vendors are encouraged to inform us of any new products or services as they become available.

Number please

Questions regarding either Division may be directed to any one of our staff. If you do not have the name or number of a staff member, you may call one of our support staff at 303-538-7325. They will direct you to someone for assistance.

Now, a word about our process

We are governed by City Ordinances and Policies which dictate how we procure products and services. For Procurements above \$2,500, we must solicit quotes, bids, or proposals.

As indicated in our solicitation documents, submittal deadlines for Bids or Proposals must be strictly met.

Some of our employees have been issued City Procurement Cards for use when making purchases under \$2,500.

The City of Thornton is committed to cooperative purchasing efforts. We actively participate with the State of Colorado, Division of Purchasing www.gssa.state.co.us, the Multiple Assembly of Procurement Officials (MAPO), www.colordomapo.org, the Rocky Mountain Governmental Purchasing Association (RMGPA), www.rmgpa.org, and the Cooperative Educational Purchasing Council (CEPC) www.Coloradocepc.com.

City Employees:

The City of Thornton prohibits the City from entering into a contract in which a City officer or board member has an interest or that creates a conflict of interest. This may include prohibiting contracts with firms that employ certain relatives of a City officer, board member, or employee. Offering firms will be required, to the best of their knowledge, to disclose any family relationships between their employees and City board members, officers, or employees so that an appropriate determination can be made.

Etc.

The City is exempt from all federal, state, and local tax. Our tax exempt number is 98-02541.

In cases where a Vendor is providing a service on City property, it is usually necessary to provide a Certificate of Insurance (COI). In addition, it is usually necessary to name the City, its officers, agents and employees as additional insureds for general liability coverage. The COI must be approved and on file before commencing any work for the City.

Surplus

The City liquidates all appropriate surplus via public auction, advertised sealed bid, or trade-in. Interested parties may directly contact our auctioneer for material lists and sale dates at www.rollerauction.com.

Information on Immigration Law

All Suppliers of goods and services must comply with all current Colorado Law relating to employment eligibility. If you are a sole proprietor or individual, you will be required to submit an Affidavit Form, available on our Web site.

If you provide a service and not a product, you will be required to submit a Certification Form, available on our Web site.

Any Supplier of services that is also an individual or sole proprietor must provide both documents.

The IRS requires that all Suppliers of goods and services provide a current W9 Form, also available on our Web site.

Gift or Gratuities

The City requests that your incentives be expressed by providing quality goods and services and competitive pricing. Contracts and Purchasing staff will not accept gifts or gratuities. We appreciate your cooperation.

Our Goal

The Contracts and Purchasing function of the City of Thornton involves the acquisition of all materials, supplies, equipment, and services at the lowest possible cost, consistent with the quality needed for effective use. Our goal is the promotion of the City's best interest through intelligent action, fair dealing, high ethical standards, and maintaining a mutually advantageous relationship with our Suppliers.

Professional Associations

The City of Thornton is a long time member in good standing of the National Institute of Governmental Purchasing (NIGP) and the National Association of Purchasing Management (NAPM). We are also active members in local chapters of the Rocky Mountain Governmental Purchasing Association (RMGPA) and NAPM Denver. In addition, Thornton is an active charter member of the Colorado Front Range Multiple Assembly of Procurement Officials (MAPO).

Accreditation

In October of 1999, the City of Thornton Purchasing Division received the national Outstanding Agency Accreditation Achievement Award from the National Institute of Governmental Purchasing. Designation recognizes Thornton for its commitment to sound business practices and high professional standards.

Ethics

Principles and Standards of Ethical Supply Management Conduct

LOYALTY TO YOUR ORGANIZATION

JUSTICE TO THOSE WITH WHOM YOU DEAL FAITH IN YOUR PROFESSION

From these principles are derived the ISM standards of supply management conduct. (Global)

1. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
2. Demonstrate loyalty to the employer by diligently following the lawful instructions of the employer, using reasonable care and granted authority.
3. Avoid any personal business or professional activity that would create a conflict between personal interests and the interests of the employer.
4. Avoid soliciting or accepting money, loans, credits or preferential discounts and the acceptance of gifts, entertainment, favors or services from present or potential suppliers that might influence, or appear to influence, supply management decisions.
5. Handle confidential or proprietary information with due care and proper consideration of ethical and legal ramifications and governmental regulations.
6. Promote positive supplier relationships through courtesy and impartiality.
7. Avoid improper reciprocal agreements.
8. Know and obey the letter and spirit of laws applicable to supply management.
9. Encourage support for socially diverse practices.
10. Conduct supply management activities in accordance with national and international laws, customs and practices, your organization's policies and these ethical principles and standards of conduct.
11. Develop and maintain professional competence.
12. Enhance the stature of the supply management profession.

Approved January 2005