

Gratuities

Gifts or gratuities which might obligate a person officially connected with or employed by the Town in any manner will be refused. Any vendor or bidder who offers items in violation of this policy may be disqualified indefinitely.

Conflict of Interest

No firm owned by a person officially connected with or employed by the Town or an immediate family member (spouse, children and step-children and their spouses, brothers and sisters and their spouses, parents, parents-in-law, grandparents, grandparents-in-law, grandchildren and their spouses and members of the immediate household) will be allowed to sell goods or services to the Town without express prior written consent of the Town Council.

Bid List

The Town uses the Rocky Mountain E-Purchasing System Web site to post its bids, quotes, addendums and awards. Registration on this system allows vendors to access bidding opportunities from 80 other Colorado and Wyoming governmental agencies as well. To register, go to www.RockyMountainBidSystem.com.

Office Hours

The Purchasing Division is open from 8 a.m. to 5 p.m., Monday through Friday. Offices are closed for major national holidays and other Town-approved holidays.

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How to do Business with the Town of Parker

Purchasing Division

A composite background image for the right side of the page. It features a close-up of a hand writing on a document with a pen. In the background, there is a calculator and a document with the word "CONTRACT" printed in large, bold letters. The overall theme is business and purchasing.

CONTRACT



Introduction

Welcome to the Town of Parker's Purchasing Division. We are pleased that you are interested in providing us with products and services. Although this document may not answer all of your questions, it was developed to provide you with basic information about who we are and how to do business with us. For additional information, contact the Purchasing Division at 303.805.3188.

Who We Are

The Town of Parker is proud to be a full service community with a hometown feel. It is a Colorado home rule municipality, founded in 1864 and incorporated in 1981. It serves more than 45,000 residents and occupies approximately 20 square miles in northern Douglas County, less than 25 miles south of downtown Denver. The Town has a mayor/council/administrator form of government, approximately 500 full and part-time employees and a budget of about \$60 million. The Town's primary sources of revenue are sales and use taxes, property taxes and fees for services.

Purchasing Information

Overview

The Town of Parker's Purchasing Division provides a centralized source for pricing, sourcing, quotations, order placement, vendor contact and general problem solving, relieving departments of time-consuming administrative functions which are common to all. The Division is a member of the National Institute of Governmental Purchas-

ing (NIGP), which is dedicated to the establishment and maintenance of ethical standards and professionalism in public purchasing.

Authority

The Purchasing Division is responsible for overseeing the procurement of products and services (except public works projects, employee related benefits and liability and worker's compensation insurance) in accordance with the Town's Purchasing and Cash Disbursements policy as well as applicable Federal and State laws.

Contracting Requirements

Procurements not exceeding \$20,000 may be made without formal competition, although those in excess of \$1,000 require prior approval of the Purchasing Division. Purchases between \$5,000 and \$20,000 require that, wherever practical or advantageous, quotations be obtained. Purchases in excess of \$20,000 (with specifically defined exceptions) require that a formal, competitive process be used.

For most competitive solicitations, the Town uses either an Invitation to Bid (ITB) which is awarded to the lowest responsive, responsible bidder, or a Request for Proposals (RFP) which is awarded by an evaluation committee based on various criteria specified in the solicitation and intended to afford the Town the "best value."

Bid Tabulations

After a bid is awarded, bidders may request a copy of the bid tabulation by emailing the buyer designated on the cover sheet of the solicitation. Bid tabulations will not be read to bidders over the telephone.

Cooperative Purchasing

The Purchasing Division is authorized by policy to join with other units of government in cooperative procurement. In addition, competitive solicitations received by other governmental agencies may be considered the equivalent of solicitations received by the Town and may be the basis for purchasing by the Town.

Methods of Procurement

Generally, products are purchased using numbered purchase orders issued by the Town's Purchasing Division and services are secured with written contracts. Purchases are also made using Town of Parker purchasing cards. Vendors should not provide any products or services prior to receiving a purchase order or signed contract or completing a valid purchasing card transaction.

Payments to Vendors

Town of Parker payment terms are net 30 days unless otherwise stated in the purchase order or contract. The Town is exempt from paying Federal and State sales taxes.

Sales calls

Although every effort will be made to accommodate vendors who arrive unannounced, it is preferred that appointments be scheduled with the Purchasing Agent in advance. Vendors are not permitted to contact other Town employees for the purpose of making sales unless authorized to do so by the Purchasing Agent or by the employee's department head.