

DELIVERY/SHIPPING CHARGES

The City prefers to have all shipments sent F.O.B. Destination, and to take possession of the shipment at the shipping location specified, not the point of origin, with no shipping charges billed to the City. If shipping charges are necessary, they must be itemized on all quotes and invoices.

TAXES

The City is exempt from paying Federal Excise Tax, but does pay State Sales Tax. Use tax is paid directly to out-of-state vendors if the vendor is licensed to collect.

AVAILABILITY OF FUNDS

The City's fiscal year runs from July 1st through June 30th. Budgets are set to correspond to the fiscal year. The City may initiate the bid process for goods and services prior to the start of a new fiscal year, assuming funds will become available for those purchases. The authorization for such expenditures is contingent on City Council approval of funds for the new fiscal year, which normally occurs in mid-June.

INVOICES/PAYMENT

Purchase Order numbers must appear on all invoices, packing slips and other correspondence relevant to the order. The City's standard payment terms are Net 30, however the City may take advantage of early payment discounts of no less than Net 20 when offered. Payments will be released after delivery and acceptance of an order, and receipt of an approved original invoice, subject to payment terms. Each department is responsible for their own payments and invoices, which should be directed to the billing address indicated on the Purchase Order.

GIFTS AND GRATUITIES

The City of Burbank maintains a strict policy prohibiting its employees from accepting gifts and/or gratuities from any supplier or potential supplier. We greatly appreciate your consideration of this policy.

UNAUTHORIZED PURCHASES

Except for emergencies, or other authorized exemptions, no purchase can be made without an authorized purchase order number issued by the City of Burbank. Such purchases are void and not considered an obligation by the City. Invoices without a valid purchase order number may be returned to the vendor unpaid. The City is not responsible for any unauthorized purchase, or any purchase that does not comply with the City's purchasing policies and procedures.

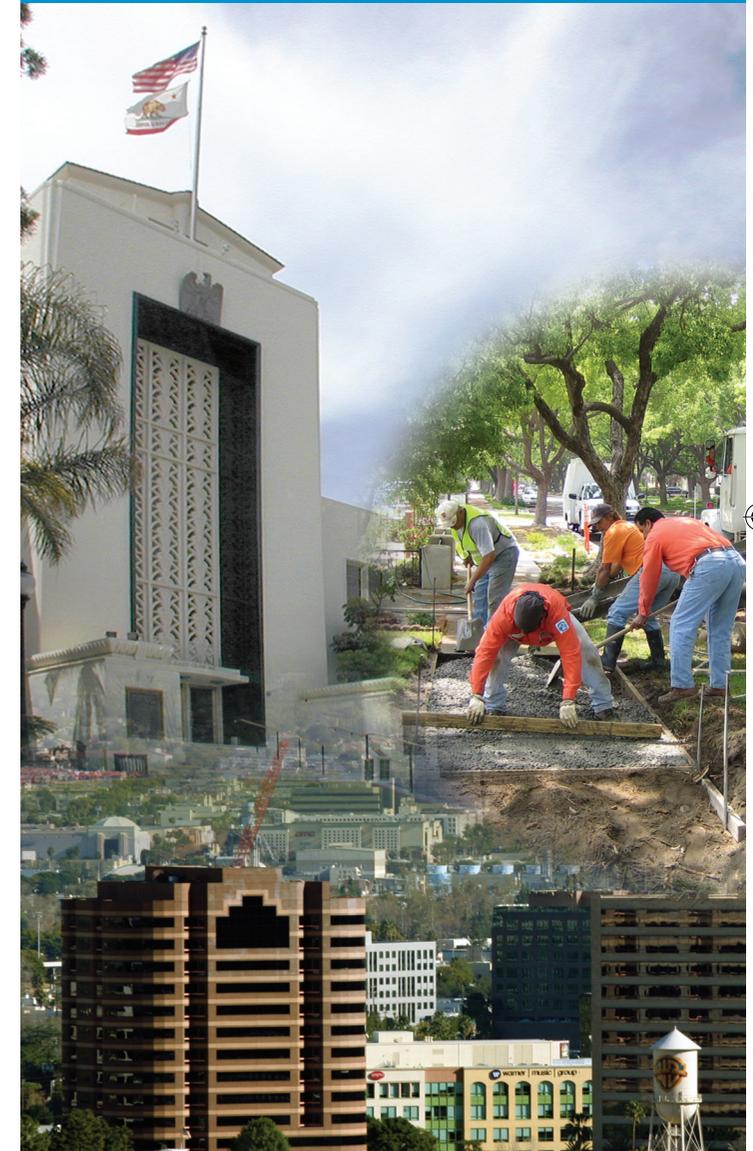


City of Burbank Purchasing Division
301 E. Olive Ave., Burbank, CA 91510-6459
Phone: (818) 238-5466
Fax: (818) 238-5457
burbankpurchasing@ci.burbank.ca.us

City of Burbank



**WELCOME
TO PURCHASING**



**A Supplier and
Service Provider's Guide**

INTRODUCTION

The purpose of this brochure is to help potential vendors understand the City's purchasing practices and to answer general questions about doing business with the City. The City of Burbank purchases a wide variety of materials, equipment and services using a centralized Purchasing Division. The City purchasing policies comply with all City, State, and Federal regulations.

HOURS OF OPERATION

Purchasing Division office hours are 8:00 am to 5:00 pm, Monday through Friday.

OFFICE VISITS

Visits with buyers are by appointment only and are subject to time availability. It is recommended that vendors complete the vendor registration process and submit available company brochures to the Purchasing Division for review prior to requesting an appointment. Contact the Purchasing Division at (818) 238-5466 to request an appointment.

BUY LOCAL

The City is committed to providing maximum opportunities to City of Burbank businesses. The City of Burbank gives a local bidder preference discount of 1% to Burbank based vendors when the item being purchased is taxable. When a contract includes items subject to sales tax, the bid amount will be lowered by 1%, for price comparison purposes only, to reflect the true cost of doing business with a local vendor.

VENDOR REGISTRATION

Vendors must register on-line with the City to conduct business with the City and to receive automatic notifications of open bid solicitations. To register visit www.ci.burbank.ca.us and click on the link "Current Bid Opportunities". It is the vendor's responsibility to maintain their registration file with the City and update it with any changes.

E-PROCUREMENT BID OPPORTUNITIES

The City utilizes the Planet Bids E-Procurement system for its on-line bid process. The City of Burbank shares a vendor data base with the City of Pasadena, and any vendor that registers with the City of Burbank automatically becomes registered with the City of Pasadena also. Registered vendors will automatically receive e-mail notifications of all new E-Procurement bid opportunities in their product category from both the City of Burbank and the City of Pasadena. Registered vendors will also receive e-mail notifications of new bid opportunities in their product category from over 40 public agencies in California that utilize the Planet Bids system, when those agencies opt to broadcast their bid solicitations to all vendors in the system.

THE PURCHASING PROCESS

Department Purchase Orders (DPO's) for goods and services: Departments are authorized to place contracts for goods and services not exceeding \$5,000 per year, per vendor. Departments are encouraged to obtain 3 competitive bids for these purchases, but it is not mandatory.

Informal bids for goods and services: All purchases from \$5,001 - \$100,000 will be issued by the Purchasing Division and require at least three competitive bids. They are designated informal because they are not sealed bids opened publicly in Council Chambers. The E-Procurement process is often utilized to solicit bids for this expenditure category.

Formal bids for goods and services: All purchases over \$100,000 require a formal bid process, where a minimum of three bids are solicited and responding bids remain sealed until they are opened publicly in City Council Chambers. Public bid openings occur routinely each Tuesday in City Council Chambers, unless there is no bid opening scheduled. All Public Works construction projects utilize the formal bidding process. The E-Procurement process is often utilized to solicit bids for this expenditure category, however for Public Works construction projects it is used for bid advertisement purposes only.

Professional services: All Professional Service Agreements (PSA's) are issued by the Purchasing Division. For contracts under \$50,000, departments are encouraged to obtain 3 competitive bids, but it is not mandatory. For contracts over \$50,000, a formal RFP bid process is required. The requesting department generally initiates the PSA process and identifies prospective bidders.

All competitive bid awards are made to the lowest responsive, responsible vendor and/or the offer that provides the best value to the City. Vendors are encouraged to offer their best price up front as negotiations are generally not permitted. The City has the right to award to multiple vendors, if it is in the City's best interest to do so. The City also has the right to reject all bids.

PUBLIC WORKS CONSTRUCTION PROJECTS

Burbank is a Charter City and the process for awarding Public Works construction projects is defined by the Burbank Municipal Code. Public Works projects typically include major construction or improvements to public buildings, streets, drains, sewers, utilities, parks and playgrounds. For more information, call the Purchasing Division at (818) 238-5466.

BUILDING CONSTRUCTION PERMITS AND INSPECTIONS

Building Permits are required for all City construction projects and all required inspections must be scheduled with the Building Division. Building Permit fees may be applicable, based on the terms of the construction contract. For more information, call the Building Division at (818) 238-5220.

BUSINESS TAX REGISTRATION

Business Tax Registration is required for all vendors doing business with the City of Burbank. A copy of the registration document must be submitted to the Purchasing Division, prior to the issuance of a Purchase Order, for all services performed on City property. For more information, call the License and Code Division at (818) 238-5280.

INSURANCE REQUIREMENT

Vendors performing work on City property must provide proof of insurances. The amount and type of insurance may vary depending on the project. Typical requirements are:

Comprehensive General Liability Insurance, with minimum limits of \$1,000,000 combined single limit per occurrence.

Auto Insurance with a minimum of \$1,000,000 combined single limit per accident. Must include non-owned vehicles.

Workers' Compensation Insurance covering all of its employees.

Professional Liability Insurance may be required depending on the type of service, with minimum limits of \$1,000,000 per occurrence.

The City of Burbank must be named as additional insured on General Liability Insurance. Endorsements and Declarations are required to satisfy the proof of insurance requirement.

SAFETY REQUIREMENT

Vendors are fully responsible for the safe performance of all work performed on City property for the City, whether performed by the Vendor or the Vendor's Subcontractors. This includes adequate protection for the health and safety of City employees, the general public and its own personnel. To this end, the Vendor must have in place an Injury and Illness Prevention Program (IIPP) as required by law. The IIPP must be reviewed by the City before work can begin. For more information, call the Safety Division at (818) 238-5050.

DELIVERY ADDRESS

All deliveries should be made to the shipping address listed on the front of the Purchase Order, unless instructed otherwise. City Warehouse locations and hours of operation are:

Central Warehouse (#1)

124 S. Lake St.

6:00 a.m. to 3:30 p.m.

Burbank Water and Power Warehouse (#2)

320 N. Lake St.

6:00 a.m. to 4:00 p.m.