

## VENDOR INFORMATION

City of Fayetteville – Purchasing Division  
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This information has been prepared by the City of Fayetteville Purchasing Division to help vendors do business with The City of Fayetteville.

The Purchasing Division is responsible for procuring the products and services necessary to support the departments and agencies of The City of Fayetteville. Most purchases are initiated by a request from one of the user departments. Due to staffing and funding restraints, The City of Fayetteville maintains no formal bid list. Vendors should maintain contact with Department/Division Buyers and other City departmental personnel to assure their products or services have maximum exposure. Vendors may arrange to have products or services demonstrated to departments as applicable. Purchasing personnel are responsible for formal bid packages and may contact known suppliers of a commodity if competition does not appear to be adequate.

### **FORMAL BIDS: (Over \$20,000.00)**

Applicable Law: Arkansas Statute 14-58-303, as amended, provides that notice of a proposed purchase must be published at least once a week in a newspaper of general circulation with the first day of publication being at least 7 days before the date of bid opening. Generally, bids exceeding \$20,000.00 are advertised in the Arkansas Democrat Gazette, in the Legal Section under Bids and Proposals.

Listed in the ad will be a short description of the products or services desired, the Bid Number, the time and date the bids are due and location where the bid packages may be obtained. Most bid packages will be downloadable from the website, [www.accessfayetteville.org](http://www.accessfayetteville.org) or available in the Purchasing Division, **but** some, generally construction bid projects, must be picked up from another location such as the Engineer's office, Southern Reprographics, Northwest Arkansas Plan Room, etc.

We strongly encourage vendors to download bid packages from the website. Bid packages may be mailed to a vendor when requested if the vendor has no web access. The Purchasing Department assumes no responsibility as to timely delivery of mailed bid packages. Generally, bids are received in Room 306 of the City Administration building at 113 W Mountain, Fayetteville, AR 72701. Bids over \$20,000.00 are awarded by City Council. Bids under \$20,000.00 are awarded by the Mayor. Bids may be awarded, rejected, carried over, or referred (referrals will be reviewed in more detail and placed back on the agenda at a later date). Copies of the bid tabs are available on the Purchasing Website. Accepted bids received are available for viewing in the office of the Purchasing Manager after an award has been made.

## REQUESTS FOR PROPOSALS - RFP (Normally Over \$20,000.00)

The Arkansas statutes allows an alternative competitive proposal procedure for the purchase of high technology items, consultant services, legal services, engineering and architect, and certain other items. A request for proposals allows negotiation with those vendors who submit proposals that have a reasonable possibility of obtaining the award. A response to a request for proposals is not opened in the public forum and the final negotiated contract may differ considerably from the original proposal. All documents become public upon award and issuance of the purchase order.

## INFORMAL BIDS: (\$20,000.00 and Less)

Purchases of goods and services under \$20,000.00 do not require the formal bidding process. The use of the informal system is at the discretion and the requirements of the user department. It is the responsibility of the department to determine that adequate pricing is available to evaluate the situation as the time frame and work load allow. Should you wish to discuss the merits of your product or services with a particular department, we encourage your contacting that department to determine their mode of operation. However, to maximize your time for marketing efforts and to allow for planning of our workday, appointments are strongly encouraged. Informal bids may be taken by telephone, fax, in person or may be written. Bid results may be obtained from the department that quoted the item.

## PURCHASING SERVICES:

The Purchasing Division is responsible for disposing of surplus, confiscated, and abandoned property. Most equipment is auctioned by an out-source auctioning company, bid out or traded in. The division's web page lists auction dates.

## ADDITIONAL HELPFUL INFORMATION:

1. **UNDER NO CIRCUMSTANCES WILL LATE BIDS BE ACCEPTED!**
2. Procurement cards and purchase orders are the City's official means of procurement. Purchase Orders will generally be issued for awarded construction contracts, grant and or bond related purchases. Invoices must always reference the applicable Purchase Order number.
3. It is the policy of the Purchasing Department to consider **total cost** when making an evaluation to determine the lowest and best bid. Total cost evaluations may include items such as quality, durability, maintenance cost, supply cost, user recommendation/experience, past performance record and other items as applicable.
4. Care should be taken when completing the formal bid package. Failure to comply with the bid requirements may result in your bid being disqualified. Prior to submitting your bid, **check to see that it is signed** and all documentation has been completed.
5. Award recommendations are available through the Council Agenda published by the City Clerk's office.

**Protests** – Protests shall be directed to the Purchasing Office.