



# **Doing Business with the City**

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**PURCHASING DIVISION  
CITY OF HIGH POINT  
211 SOUTH HAMILTON STREET  
HIGH POINT, NORTH CAROLINA 27260**

**Welcome**

The purpose of this booklet is to acquaint vendors interested in selling to the City of High Point with the procedures followed by the Purchasing Division in carrying out purchasing activities. It is hoped that familiarity with the purchasing procedures will aid you in presenting your product or service to the City.

The information presented herein has been developed as a general guide and as such may not answer all questions. If you have any unanswered questions, you may email them to [purchasing@highpointnc.gov](mailto:purchasing@highpointnc.gov), come by the Purchasing Division, , Municipal Operations Center, 816 E Green Drive, High Point, NC, or contact us by telephone at (336) 883-3219.

Sincerely,

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Purchasing Manager

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## **PURCHASING POLICIES**

The Purchasing Division is guided in its purchasing procedures by several established policies. These policies are:

1. To conduct all purchasing in accordance with North Carolina Laws, City Charter and City of High Point Code.
2. To obtain the quantity and quality of materials when they are needed at competitive prices.
3. To stimulate competitive bidding in order to obtain materials and services at the lowest possible cost and to provide all interested vendors with the opportunity to offer their products to the City.
4. To treat all vendors fairly.

## **INTRODUCING YOUR PRODUCT**

The City of High Point engages in a number of varied activities while providing municipal services for its residents. These services include police and fire protection, water production and distribution, electrical distribution, street maintenance, garbage and trash collection and disposal, sewage disposal, public library service, parks and recreation facilities, transportation, planning and inspection services. A wide variety of equipment, supplies and services must be purchased for the departments and divisions performing these services. These purchases are processed through the Purchasing Division.

While it is beyond the scope of this booklet to list all the products and services which the City buys, the Purchasing Division is interested in your product if it is needed by the City. Therefore, it is important to both you and the City that your product or service be introduced in the most efficient and effective manner possible. In accordance with the City of High Point's moral and legal obligations to rectify economic and social inequities recognition is given to the need for a concerted effort to be put forth to assure that minority and small business enterprises are afforded equal business opportunity to participate in all phases of its operation. Minority and small business enterprises are encouraged to provide vendor information to the city.

The following paragraphs will provide information, which will help you to introduce your product or service.

## **WHERE THE CITY BUYS**

The City of High Point has a centralized purchasing function. The Purchasing Division is the authority for all purchase transactions. Vendors shall not make sales to City employees without a purchase order or a valid city procurement card.

The Purchasing Division acts as liaison between vendors and the City. This division is located in Room 215 of the City Municipal Building at 211 South Hamilton Street. This is a division of the Finance Department and is headed by the City Purchasing Manager.

Hours of business are: 8:00AM to 5:00PM, Monday through Friday.

## **HOW THE CITY BUYS**

All purchases of supplies, equipment and contractual services except professional services, where the cost exceeds \$90,000.00, are purchased on the basis of formal, competitive sealed bids.

Purchases of \$30,000.00 to \$90,000.00 are made using an informal bid process thru the Purchasing Division. Whenever possible, these purchases are based on at least three informal bids. Informal bids may be solicited by email, mail or fax. On rare occasions, in emergency situations, informal bids may be solicited by telephone.

In case of emergency, and with the consent of the Purchasing Manager, Department heads may purchase necessary supplies, materials, or equipment. This may be done only when it is essential that such purchases be made in order to safeguard City property or to provide services, which affect the life, health or convenience of the citizens of High Point.

## **BIDDING PROCEDURES**

Specific bidding procedures have been established by the City to conform to the requirements established by law to provide for uniform treatment of all vendors. Small business and minority business enterprises are encouraged to participate in the bidding procedures outlined below.

It is important that each vendor be familiar with these requirements and follows them. The purchasing procedures, including these requirements, are discussed in the following sections of this booklet.

### **NOTICE OF INVITATION TO BID**

The process of purchasing by formal competitive bids is initiated by the City of High Point. A notice to bid is published in the legal notices of the "official" newspaper of the City. A notice of Invitation to Bid for all formal bids is also posted on the City's website <https://www.highpointnc.gov/1044/Purchasing-Division>. Any minority or small business enterprise pursuant to any invitation to bid, advertisement or solicitation, will be given full opportunity to submit bids and/or proposals and will not be discriminated against on the basis of race, color, sex, physical handicap, or national origin in consideration of an award.

Notices of invitation to bid are emailed, faxed or mailed to registered vendors who have expressed an interest in providing the needed commodity or service. The Purchasing Division maintains a vendor database detailing contact information and commodity, or services provided. Email is the preferred method of notification; therefore, it is important that bidders provide a valid email address.

### **ONLINE VENDOR REGISTRATION**

Vendors interested in bidding products or services for the City of High Point may complete a vendor application online at <https://spa-dmz.highpointnc.gov:8443/DB/HPDataBrowsePage.jsp?System=FMS&RptName=VENDNIGP> If internet access is not available, you may come by the Purchasing Division at 211 South Hamilton Street, Room 215 between the hours of 8:00 AM and 5:00 PM or call the Purchasing Division at (336) 883-3219 for assistance.

### **SPECIFICATIONS**

Our general policy is to purchase a good standard grade of merchandise which represents the best relationship between quality and price, while providing a satisfactory level of service.

Specifications are an accurate written description of the products or services needed by the user department and are an integral and mandated aspect of competitive bidding.

Specifications should be sufficiently detailed to be used as a basis for full and fair competitive bidding upon a common standard and should be free from restrictions which limit competition.

There are circumstances when it is necessary to use a "brand name" for the purpose of identification and to establish general quality levels desired. Such references are not intended to be restrictive and comparable products of other manufacturers will be considered. However, bidders are cautioned that any deviation from specifications must be pointed out in their bids.

Specifications are included with Notices for Invitation to Bid. Invitations to Bid can be downloaded at the Purchasing Division website <https://www.highpointnc.gov/1044/Purchasing-Division>

## **PROPOSALS**

Proposals should be submitted on the proposal form furnished by the City. Completion of the proposal form constitutes the most convenient method for both the vendor and the City. If a vendor cannot bid on all items, he should mark the items on which he is not bidding with the words "No Bid." Care should be taken that amounts on the proposal are correct. Extensions should be double checked to insure their accuracy.

In case of a difference between the unit prices and extended totals in a proposal, the unit price shall govern. In case of a difference between written words and figures in a proposal the amount stated in written words shall govern. An appropriate officer or individual must sign the proposal, or it will not be considered.

## **APPLICABLE TAXES**

The City of High Point is not exempt from sales tax; however, taxes are not to be included in bid prices. Taxes are to be billed as a separate item on invoices for goods and/or services. The City of High Point is exempt from Federal Excise Taxes and will, upon request, provide the necessary exemption forms.

## **DELIVERY DATES**

Vendors should always state the number of "days" required before delivery of a product can be made, or they should indicate the specific date upon which delivery will be made. The time required for delivery may be one of the most important considerations in determining who shall be awarded the bid. In this connection, successful bidders will be expected to deliver the materials and/or services they are providing within the specified time.

## **PAYMENT TERMS**

City payments terms are net thirty (30) days. The City will take advantage of discount payment terms if offered.

## **SHIPPING POINT**

All bids are to be quoted FOB Destination with freight charges included in bid price (FPPD/NA).

## **DELIVERIES**

Deliveries will be required to different departments and divisions located throughout City. Purchase order numbers must appear on all shipping or delivery tickets. Failure to meet specified delivery schedules may result in cancellation of the order or being removed from the bidder list for failure to perform.

## **SAMPLES**

Vendors should always examine the Invitation to Bid to determine whether they are required to submit samples with a bid. When samples are requested, they will be held until after the award is made unless otherwise specified. If a vendor wishes to submit a sample of a product for trial and use, the product must be presented at no cost or obligation to the City.

## **SUBMITTING BIDS**

Bids should be submitted on or before the date and time specified in the Invitation to Bid. Bids received after designated date and time will be returned unopened and will not be considered. Methods of delivery are outlined below:

### **INFORMAL**

Faxed – (336) 883-3248

Emailed – [purchasing@highpointnc.gov](mailto:purchasing@highpointnc.gov)

Mailed or Hand Delivered:

City of High Point  
Purchasing Division  
211 S. Hamilton Street, Room 215  
High Point, NC 27261

### **FORMAL (SEALED BIDS)**

Mailed or Hand Delivered (**Prior to the bid deadline**)

City of High Point  
Purchasing Division  
211 S. Hamilton Street, Room 215  
High Point, NC 27261

### **ATTEND BID OPENING**

Location and time as stated in “Invitation to Bid”

## **BID OPENING**

Formal bids are opened and read aloud publicly by the Purchasing Manager or a designee in the stated bid opening room of the City Municipal Building on the date and at the time shown in the Notice for Bids.

A cordial invitation is extended to bidders, salesmen, the press and the interested public to be present at bid openings.

## **BID SECURITY**

All formal, sealed bids for construction must be accompanied by a "bid deposit" in an amount equal to not less than five percent (5%) of the total amount of the bid, as required by North Carolina law. The bid deposit may be in the form of cash, cashier's check, certified check, or a bid bond by a North Carolina licensed Surety Company.

The bid deposit is required to guarantee that the successful bidder will accept the order or contract when awarded. This deposit shall be retained if the successful bidder fails to execute a contract or accept a purchase order within 10 days after the award or fails to give satisfactory surety as may be required. The deposit of the unsuccessful bidder will be returned promptly after award with an acknowledgment of receipt requested.

Formal bids for materials and equipment do not require a bid deposit, but in special circumstances one may be required.

## **PERFORMANCE BONDS**

Performance and payment bonds are required by North Carolina law for most construction contracts and must be furnished by the successful bidder as part of the contract. Performance and payment bonds are to be 100% of the total bid.

## **TABULATIONS**

Formal bids are tabulated at the time of opening. Copies of tabulations are available from the Purchasing Division upon request.

Bids are available for public inspection in the Purchasing Division after they are opened and read. Bids are evaluated and award is made to the lowest, responsible and responsive bidder. Once awarded, the successful bidder will receive a Purchase Order or an executed contract.

Bid appeals must be submitted in writing to the Purchasing Manager.

## **RIGHT TO REJECT BIDS**

The City of High Point reserves the right to reject any or all bids and to waive any informality in any proposal. Any provision, which if changed or waived would effectively change the bid, cannot be waived. A required bid bond cannot be waived.

Vendors are allowed to correct errors in their bid before the date and time set for the bid opening. Once bids are opened they must stand as submitted for a minimum of sixty (60) days.

## **PAYMENT OF INVOICES**

### **Vendor's Invoices**

The city processes checks for payment of invoices on Thursday of each week. Invoices must be received by noon Monday for checks to be issued on Thursday.

In order to receive payment for goods or services, the vendor is required to submit to the Financial Services Department, City of High Point, Post Office Box 230, High Point North Carolina, 27261, an original invoice for goods or merchandise shipped. Invoices should not be sent to the using department. To do so may delay payment.

The invoice must show:

1. Vendor's invoice number.
2. City purchase order number
1. Complete descriptions of the goods or services furnished
4. Quantity and ship date
5. Unit prices and extensions
6. All applicable taxes
7. The discount terms

### **Payment**

The vendor receives payment for invoices after:

1. Delivery and acceptance of goods or services.
2. Report of receipt of goods or services by using department.
3. Matching of invoice, goods receipt and purchase order

## **AFFIRMATIVE ACTION**

The successful bidder will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without discrimination by reason of race, color, religion, sex, national origin, or physical handicap. Pursuant to General Statute 143-48 and Executive Order #77, the City of High Point invites and encourages participation in this procurement process by businesses owned by minorities, women, and the handicapped.



## **INSURANCE**

**COVERAGE** - During the term of the contract, the bidder at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the bidder shall provide and maintain the following coverage and limits:

1. **Worker's Compensation** - The bidder shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000.00, covering all bidders' employees who are engaged in any work under the contract. If any work is sublet, the bidder shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.
2. **Commercial General Liability - General Liability Coverage**, on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.)
3. **Automobile - Automobile Liability Insurance**, to include liability coverage, covering all owned, hired and non-owned vehicles, used in connection with the contract. The minimum combined single limit shall be \$1,000,000.00 bodily injury and property damage; \$1,000,000.00 uninsured/under-insured motorist; and \$1,000.00 medical payment.