GUIDE FOR SUPPLIERS



City of Orange Purchasing Division

WELCOME

We are pleased to interact with all suppliers interested in selling products and services to us. We are anxious to maintain an open, competitive, and warm environment to create a mutually beneficial relationship with all suppliers. The following information provides an overview of the policies that govern the purchasing procedures of the City of Orange.

PURCHASING DIVISION STAFF

The Purchasing Division of the Finance Department operates under the direction of the Purchasing Officer.

The Purchasing Staff consists of: Glenn J. Kaye, C.P.M (714) 744-2254

Purchasing Officer <u>gkaye@cityoforange.org</u>

Sue Campbell, C.P.M. (714) 744-2252

Buyer <u>scampbell@cityoforange.org</u>

Al Medina (714) 532-6415

Warehouse Lead <u>amedina@cityoforange.org</u>

Purchasing Fax (714) 744-2275

BUSINESS HOURS

The Purchasing Division has two functional locations. Offices for the Purchasing Officer and Buyer are located in the Orange Civic Center, 300 East Chapman Avenue, Orange, CA 98666.

The Purchasing Warehouse/Stores Distribution Center is located at 637 West Struck Avenue, Orange, CA 92867.

Suppliers are asked to arrange an appointment to ensure adequate staff availability.

PURCHASING POLICY

The Purchasing Division fosters a policy to maintain an open, competitive atmosphere beneficial to both buyer and seller. We buy on the basis of definitive specifications, quality of products and services, advantageous price and delivery. Whenever possible, we wish to have at least three vendor quotations.

PURCHASE ORDERS

No merchandise may be shipped nor any service performed without a purchase order supported by an approved requisition. Purchase order numbers must appear on all

shipments, delivery slips and invoices. Orders are understood to be shipped FOB (Free On Board) destination unless otherwise specified on the purchase order.

TERMS AND CONDITIONS

The information printed, written, and/or typed on the front of the purchase order is especially important to us. Should you have any disagreement with this information, please clearly express your exceptions to us in writing. If you do not, we will assume you have agreed to the specified terms and conditions and you will fulfill your obligations according to our purchase order.

GIFTS AND ENTERTAINMENT

It is contrary to city policy for suppliers to offer gratuities, premiums, or other incentives to any employee under any circumstance. We prefer incentives in terms of quality, service, and price in your quotations. Please assist us in the policy.

VALUE ANALYSIS

Any suggestions to streamline our procurement and reduce costs will be appreciated. Demonstrations of new equipment or products may also be arranged through the Purchasing Division.

CATALOG AND PRICE LISTS

Your interest and assistance is solicited to keep our files of catalogs and other product literature current.

DELIVERIES

It is important to deliver items according to the agreed upon delivery date at the time the order was placed. Deliveries can be made to the Purchasing Warehouse, 637 West Struck Avenue, Orange, CA 92867 between the hours of 8 AM and 12 Noon.

INVOICES

Invoices are paid based on the purchase order following receipt of goods; no orders can be paid until receipt of goods. Orders will be paid with a supporting invoice which must show purchase order number. Invoices are to mailed to the Accounts Payable address listed on the purchase order or e-mailed to accountspayable@cityoforange.org

VENDOR PERFORMANCE

As a matter of good purchasing practice, we evaluate all vendors on an ongoing basis of actual performance compared to promised delivery date, ability to meet urgent requirements, number of rejected items due to poor quality and adherence to purchase

order price. Subsequent buying decisions are influenced by this evaluation. We have an active cost reduction and savings program. Thus, your ability to give and maintain low prices consistent with quality and service is of great importance in our vendor selection.

THANK YOU

We are most appreciative of your assistance and acknowledge the courtesies and services extended to us by your representatives and their companies. Just as you add value to our business, we value the service and cooperation which your organization can provide.

SUPPLIER REGISTRATION FORM

The supplier registration form is available on the our web site www.cityororange.org Click on the Bids and RFP's section and then the Supplier Registration Form.