

Doing Business with the City of Mesa

How do I introduce myself?

For small purchases (under \$25,000), our departments need to know who you are. There are several ways to make this connection:

- Contact the departments Purchasing Liaison. A current listing is available on the Purchasing website
- Contact the Procurement Officer in the Purchasing Department. A current commodity assignment listing is available on the Purchasing website
- Contact us by e-mail at purchasingadmin@mesaaz.gov
- Give us a call at **480-644-2301**

To register for bid opportunities, visit the Purchasing webpage and choose "Vendor Self Service Registration" This is a self-service registration process and once registered, you will receive email notification of opportunities in the categories selected. If you have any questions during the registration process, please call us at **480-644-6464**.

What information is available on the website?

- Current bid/proposal opportunities
- Bid tabulations/preaward information
- Notices of awards
- Vendor Registration
- Contract Documents
- Policy Documents
- Purchasing Staff Assignments
- Department Purchasing liaison contact list
- Link to Engineering for Capital Improvement Information



In 2018, The National Purchasing Institute honored Mesa's Procurement Services Department with the "Achievement of Excellence in Procurement" award for the 14th consecutive year. This prestigious award recognizes organization excellence in public procurement and is awarded to those organizations that meet criteria designed to measure innovation, Professionalism, e-procurement, productivity and leadership.

Our mission is to acquire quality materials and services for all City departments in a timely and cost effective manner, providing the resources they need to perform their jobs, while maintaining an open and competitive bidding environment.

Our vision is to be leaders in the field of public procurement and strategic sourcing, bringing value and efficiency to each procurement while at the same time operating within City policy, statute and sound business practices.

P.O. Box 1466
Mesa, Arizona 85211-1466

(480) 644-2301 Phone • (480) 644-2655 Fax



mesaaz.gov/purchasing
mesaaz.gov/vendor



Welcome! Thank you for expressing interest in doing business with the City. For new prospective vendors looking to do business with the City of Mesa, it can often seem difficult to find the appropriate person to ask a question or locate a particular contact. The intent of this pamphlet is to provide you simple direct information one would need to successfully contact, navigate, and compete for the City's various procurement opportunities.

What does Mesa buy? The City buys just about everything! Mesa engages in a wide variety of activities while providing services for its residents. Mesa operations include: police and fire protection, water production and distribution, distribution of natural gas and electricity, airports, street maintenance, libraries, golf courses, parks and recreation facilities and activities, museum, the Mesa Arts Center and much more!

- Construction Procurement is done through the Engineering Department. This includes design, construction and major improvements of any City building, street or utility system.

Current construction opportunities, planholders lists, tabulations, standard specifications, information on how to submit responses to construction opportunities and how to be notified of opportunities is available on the Engineering website at: mesaaz.gov/engineering

- Non-Construction Procurement is done under the rules and review of the Procurement Services Department. This includes the solicitation of all services and commodities for City use which is not an integrated part of the design, construction, reconstruction and remodel of City facilities.

Solicitations can be downloaded free of charge from the Purchasing website: mesaaz.gov/purchasing

Procurement Dollar Thresholds:

Purchases under \$5,000 are conducted by the using department by obtaining at least one quote, where that price is fair and reasonable. Purchases may be made using City Procurement Cards or by Purchase Order (PO).

Purchases between \$5,000 and \$25,000 (materials and non-professional services) and Professional Services between \$5,000 and \$50,000 are conducted by the using department and Purchasing. The user should obtain at least three written quotes and submit them to purchasing for review and for a Purchase Order (PO) to be cut.

Purchases over \$25,000 generally require public solicitation conducted by Purchasing. Notice is emailed to those registered with the City and is published in the Arizona Republic.

Professional Services over \$50,000 are recommended to be made by Competitive Selection to the extent practicable and advantageous to the City, but in any case in a manner consistent with

sound business practices and that ensures the City receives the best value and service.

Cooperative Purchasing The City participates in many cooperative purchase agreements, including the State of Arizona, US Communities Government Purchasing Alliance and National IPA.

The City is also a member of SAVE (Strategic Alliance for Volume Expenditures), which includes local counties, cities and school districts. Often a contract awarded by a SAVE member can be used by other members. **So your bid for Mesa may get you additional business as well!**

Who do I contact about payment issues?

The City has a great Accounts Payable staff available to resolve any problems. You can contact them at **480-644-2355**. Invoicing Guidelines can be found at mesaaz.gov/vendor.

Gifts and Gratuities? Thank you for your kind thoughts, but under NO circumstances is any City employee or department able to accept, directly or indirectly, gifts or other items of value from persons doing business or seeking to do business with the City.

