

## Method of Payment

Our payment terms are Net 30 days. Checks are processed bi-weekly. Send invoices to the attention of Accounts Payable, 7500 W. 29th Avenue, Wheat Ridge, CO 80033. All inquiries call 303-235-2821. Goods up to \$3,000 are usually purchased with the employee's purchasing (VISA) card. For a copy of the City sales tax exemption and billing information visit the City website: [www.ci.wheatridge.co.us](http://www.ci.wheatridge.co.us)

## Purchasing Organizations

The City is a member of the Multiple Assembly of Procurement Officials (MAPO), Rocky Mountain Governmental Purchasing Association (RMGPA), National Institute of Governmental Purchasing (NIGP), and National Association of Purchasing Card Professional (NAPCP). The City of Wheat Ridge participates in purchasing-related activities with the Colorado Municipal League (CML), Colorado Division of Transportation (CDOT), and the Colorado State Purchasing Office.

## Contact Information

For more information regarding the bid process and contracting services please contact the City's Purchasing and Contracting Division:

**Jennifer Nellis, CPPB**  
[jnellis@ci.wheatridge.co.us](mailto:jnellis@ci.wheatridge.co.us)  
7500 W. 29th Avenue  
Wheat Ridge, CO 80033  
Phone: 303-235-2885  
Fax: 303-234-5924

## Mission

The Purchasing Division strives to:

- Maximize effectiveness, efficiency, and economy of City funds when acquiring goods and services.
- Provide solutions and build successful business relationships.
- Minimize risk by consistent adherence to established policies and procedures.

## Vision

Teamwork, Support, Best Practices,  
Continuity, Proactive and Innovative

Strategies

## Values

Ethics and Integrity

Consistency

Exceptional Customer Service

Transparency

*Revised February 8, 2016*

# Vendor Guide to Doing Business with the



**PURCHASING AND  
CONTRACTING  
DIVISION**

## General Information

The City of Wheat Ridge (COWR) Municipal Building is located at 7500 West 29th Ave., Wheat Ridge, CO 80033. The population is approximately 33,000. The governing body consists of Council, City Mayor, and City

## Supplier Registration

COWR is one of over 150 local governmental entities subscribing to the Rocky Mountain E-Purchasing System (RMEPS), as the preferred online bid system for both formal and informal bids. RMEPS offers a free subscription service as well as a fee-based plan. Subscribing with RMEPS as a vendor is highly encouraged but not required. Register at [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com) or call 800-835-4603 to register by phone. Our City office does not register vendors.

Business information detailing your firm's goods and/or services may be sent to the Purchasing and Contracting Office:

**City of Wheat Ridge, Purchasing  
7500 West 29th Avenue  
Wheat Ridge, CO 80033**

## Publication Notice

The City advertises bid opportunities online at [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com) and on our City website at [www.ci.wheatridge.co.us](http://www.ci.wheatridge.co.us)

Construction notices are published in the Daily Journal, generally on Mondays, and occasionally in the Wheat Ridge Transcript and trade publications.

## Ethics

COWR subscribes to the *National Institute of Governmental Purchasing (NIGP) Code of Ethics*, [www.nigp.org](http://www.nigp.org). Please note that “kickbacks” of any kind ( gratuities, entertainment, gifts, etc.) are unlawful.

## Formal Bid Process

The City is centralized in its formal procurement function. Fair and open competition is a requirement. Sealed bids/proposals are used for limits starting at \$25,001 (goods and services) and \$50,001 (construction projects). Formal notices are sent to prospective bidders via BID-NET, and posted on the COWR website. Notices are not mailed.

The Request for Proposals (RFP) process usually involves a selection committee and interviews. Proposals are evaluated based on several factors such as experience, approach, current workload, and fee structure. Award is based on the highest score following the interviews.

A bid received after the due date is considered non-responsive and is therefore disqualified. The Purchasing Agent reserves the right to waive the time issue under discretionary conditions. Faxes and email are not acceptable.

## Informal Bids

Departments are required to reasonably obtain three (3) written quotes for goods over \$3,000 unless a contract is already in place, or the product is a proven sole source. Written quotes are acceptable by email, fax, USPS, or delivery services. Electronic submittals are the preferred method for informal quotes.

## Bid Results

Bid results are considered public record once an award is approved by staff or Council. Bid tabulation sheets are posted on the City website by the next day following the bid closing date: [www.ci.wheatridge.co.us](http://www.ci.wheatridge.co.us). Bid results are not given over the phone.

## Sole Source and Emergency Purchases

In very limited cases, the Purchasing Agent may approve the purchase of products and services that are deemed to be available from a sole source, or needed on an emergency basis.

## Professional Services

The COWR complies with the C.R.S. Negotiation Act for the acquisition of professional services, i.e., architects, industrial hygienists, engineers, landscape architects, and land surveyors. The process is a Qualifications-Based Selection (QBS), demonstrating competence and qualifications. Contracts are negotiated at fair and reasonable fees.

## Cooperative Purchasing

The COWR participates in various cooperative purchasing groups, such as the Multiple Association of Procurement Officials (MAPO). Participating agencies are free to contract with the supplier offering the best value to that agency. A list of bids, results, host agencies, and contacts are posted at [www.coloradomapo.net](http://www.coloradomapo.net). Other cooperative efforts include CPEC, State Purchasing, US Communities, WSCA, and National IPA.