

→ Q & A

How much does it cost to become a registered vendor with the City?

It's free to become a registered vendor and to submit bids.

How do I get on the "approved vendors list?"

The City does not maintain an approved vendors list. However, once awarded a contract to provide goods/services, vendors are listed on our contract listing posted for department purchasers.

Why do I have to submit a bid if my company can sell something cheaper to the City than what they are currently paying?

The bidding process ensures bidders are treated fairly and meet the City's insurance requirements and other requirements requested in a bid specification packet.

How can I find out what the City is currently paying for a good or service?

All awarded contracts are posted on the City Council or Trust agendas or you can submit an open records request through the City Clerk's Office, both are online at www.okc.gov.

Can I meet with a Procurement Services Buyer to better understand the City's purchasing needs?

Yes. Call (405) 297-2741 to determine which buyer you should meet with or go to our website: <https://www.okc.gov/departments/finance/bids-auctions-and-sales/contact-us>

Does the City mail or e-mail out bid notifications when a bid is released?

Bidders can register with BidSync for specific commodity codes they want to bid on and they will receive a notification when the bid is released. All bids are also published in the Journal Record each week (usually on Wednesday). The link below can be reviewed weekly to see published bids: www.okc.gov/departments/finance/bidsauctions-and-sales/bids

Do I need to attend bid opening when my company submits a bid?

A bid committee meets on the closing time and date of all bids (usually Wednesdays at 10 a.m.). However, a bid tabulation will be emailed through BidSync to bidders who participated in the bidding process within an hour or so of the closing time. We hope this will save you a trip downtown and give you immediate access to this information. Bids still have to be evaluated after this notification goes out.



HOW TO REACH US

Finance Department / Procurement Services

(405) 297-2741 • vendorregistration@okc.gov

8 a.m. - 5 p.m., M - F (except City holidays)

100 N Walker Ave, Ste. 200 • OKC 73102

Procurement is responsible for bids and request for proposals for professional services and (non-construction related) goods and services.

Public Works Department

(405) 297-2581 • okc.gov/pw

8 a.m. - 5 p.m., M - F (except City holidays)

420 W Main St, Ste. 700 • OKC 73102

Public Works is responsible for construction bids and architects and engineering selection.


2/7/20



HOW TO DO BUSINESS WITH THE CITY OF OKC

A GUIDE FOR SUPPLIERS & CONTRACTORS

CITY OF OKLAHOMA CITY FINANCE DEPARTMENT
PROCUREMENT SERVICES DIVISION



→ Thank you for your interest in doing business with us. We welcome and appreciate your involvement as a provider of goods and services. Partnerships are critical for meeting our residents' needs.

ABOUT THE PROCESS

Formal Bid Limit

The City's formal bid limit for material items and services is \$25,000 for a single or one-year aggregate purchase. (i.e., computers, software, supplies, services, fuel, vehicles, construction equipment.)

Purchases of \$2,500 – \$25,000 (if not on contract) require departments to:

- > get a minimum of three informal quotes.
- > follow department policies for purchases under \$2,500.
- > use existing contracts/pricing agreements before getting informal quotes for purchases under \$25,000.

★ *The formal bid limit for construction projects is \$50,000. The Public Works Department can obtain three informal bids for construction projects under the \$50,000 threshold.*

GETTING STARTED

Register on BidSync

The City and its' Trusts use BidSync for all formal bids. There is no cost to our bidders to register with BidSync. If you're prompted by BidSync to purchase a subscription, please decline unless you're interested in bids other than ours. A subscription is not necessary to bid on our bids.

To register on BidSync go to:
prod.bidsync.com/the-city-of-oklahoma-city

Awarding Bids

We evaluate bids to determine the lowest and best bidder(s). If the cost is more than \$25,000, staff sends recommendations to the City Council for approval. Pricing agreements are for one year with possible annual renewals. We monitor agreements for contract compliance. The City strives to pay invoices within 30 days.

Purchasing Card Program

The City uses purchasing cards (MasterCard) for immediate payment of purchases less than \$5,000. It's to your advantage to accept a purchasing card for these smaller dollar purchases.

CONSTRUCTION, ARCHITECT & ENGINEERING PROJECTS

The Public Works department is responsible for construction, architect and engineering projects. For information, including applications on current Public Works' bidding opportunities visit the "Contractor Resources" section on our website, okc.gov/pw.

The City follows the Oklahoma Competitive Bidding Act of 1974 for bidding and awarding construction projects. The Public Works Department's Standard Specifications govern all aspects of bidding and construction of a project. Construction bids are awarded to the lowest, responsible bidder.

Prequalifying for Construction Projects

To submit an application to prequalify for Public Works' construction projects, download a form by visiting the "Contractor Resources" section on our website, okc.gov/pw.

Prequalification is required for bidding on construction projects like: bridge, building, paving, environmental, sanitary sewer, storm water, water and traffic signals.