

VENDOR'S GUIDE



Invoices/Payments

All invoices must be addressed to:

Director of Finance - City Hall
155 Deer Hill Avenue
Danbury, CT 06810

and must indicate the department who received the material and the Purchase Order number. Invoices without Purchase Order numbers will be returned to the vendor and will unnecessarily delay payment.

Packing slips and/or delivery receipts must accompany every delivery and will be used to verify invoices. The City makes payments against properly documented invoices in a maximum of sixty (60) days.

Samples

Samples may be requested by the City for the purpose of product evaluation. All samples should be submitted to the Purchasing Department unless we instruct otherwise, be clearly marked "Sample" and be clearly labeled with complete instructions for use. It is understood that samples will be provided at no charge to the City.

Gifts/Gratuities

Pursuant to the City Charter, "elected or appointed officers or employees of the City are prohibited from accepting or receiving, directly or indirectly, from any person, firm or corporation, to which any contract or purchase order may be awarded by the City, by rebate, gift or otherwise, any money, or anything of value whatsoever, or any promise, obligation or contract or future reward or compensation."

The offer of any gratuity to an official or employee of the City by any vendor or contractor or prospective vendor or contractor shall be cause for declaring such individual or firm to be an irresponsible bidder and for barring him from bidding,



Equal Opportunity

The City of Danbury is an equal opportunity and affirmative action purchaser, and bids from all vendors, including those from enterprises owned by minorities and women, are encouraged

City of Danbury, Connecticut

Charles J. Volpe., CPPB
Purchasing Agent

Purchasing Department
City Hall
155 Deer Hill Avenue
Danbury, CT 06810

TEL: 203-797-4571
www.Danbury-CT.gov



WELCOME to the City of Danbury. We realize that for many of you the Purchasing Department is your initial contact with the City. This guide has been prepared to acquaint you with the City's policies and procedures in an effort to make your business with us pleasant and mutually beneficial.

Role of the Purchasing Department

Our responsibilities are dictated by Charter and include the acquisition of goods, equipment and services for all City departments, boards and commissions except the board of Education. We strive to acquire the quality, quantity and delivery required by departments at the least overall cost to the City.

The City operates a centralized purchasing department and we ask that when calling on the City, you make the Purchasing Department your first point of contact. We will arrange contacts for you with the various departments when that is appropriate. Unauthorized visits to individual departments are discouraged and may be counterproductive.

Interviews/Appointments

Our normal business hours are Monday – Friday, 8:30 AM – 4:30 PM. Appointments are required and will help you to complete your business with a minimum of lost opportunity.

Vendor/Bidder List

The Purchasing Department presently maintains a list of prospective vendors and bidders categorized by commodity or service. You may be placed on this list by submitting a letter on company letterhead requesting that you be placed on the list and detailing the items or services that you provide. To assure that you are included under all of the appropriate categories, we ask that you be specific about the items or service that you provide.

Vendors and bidders are encouraged to subscribe to the automatic e-mail bid notification service on the City's website: www.Danbury-CT.gov. There is no charge for this service.

Quotations

By charter, a minimum of three quotations are required for any item whose price exceeds \$500.00 and is less than \$5,000.00. When time allows we will send a formal Request for Quotation (RFQ), but more often we will call and request a quotation. By responding to our requests in a timely manner, you can, in turn, help us to respond quickly to the needs of the departments that we serve.

Bids

Public sealed bids are required for any item whose price exceeds \$5,000.00 and must be submitted in accordance with the terms of the Invitation to Bid (ITB). Bid openings are regularly scheduled at 10:00 AM on Tuesdays and Thursdays. Under no circumstances will the city accept bids after the date and time specified in the ITB.

Sealed bids are publicly opened and read aloud at the time specified in the ITB. Vendors are invited to attend the openings and may inspect all bids in the Purchasing Department following the opening.

Awards of bids over \$15,000.00 are made by a three (3) member Board of Awards. Unless otherwise stated all awards will be made within thirty (30) days following the bid opening. All bidders will receive a copy of the Bid Result Form after an award has been made. Vendors may request a copy of any document in the bid file following award.

Purchase Authorization/Orders

All purchases made on behalf of the City must be supported by an authorized Purchase Order. Under no circumstances should a vendor fill an order for any City department, board or commission without a Purchase Order number.

Taxes

The City of Danbury is exempt from all Federal excise and State sales taxes. Exemption certificates will be executed by the Purchasing Agent upon written request by the vendor.

