



**PURCHASING DEPARTMENT**

# **VENDOR HANDBOOK**

# TABLE OF CONTENTS

<b>GENERAL INFORMATION .....</b>	<b>2</b>
<b>RESPONSIBILITIES OF THE PURCHASING DEPARTMENT .</b>	<b>3</b>
<b>ETHICAL CODE.....</b>	<b>3</b>
<b>PURCHASING ORDINANCE.....</b>	<b>3</b>
<b>VENDOR REGISTRATION .....</b>	<b>4,5</b>
<b>ADDENDUM.....</b>	<b>5</b>
<b>PERSONAL ENGAGEMENT.....</b>	<b>6</b>
<b>PURCHASING THRESHOLDS.....</b>	<b>6</b>
<b>BIDDING .....</b>	<b>7</b>
<b>SUBMITTING BIDS.....</b>	<b>7</b>
<b>VENDOR RESPONSIBILITIES .....</b>	<b>7</b>
<b>COMPETITIVE SEALED BIDS .....</b>	<b>8</b>
<b>BID SECURITY .....</b>	<b>8</b>
<b>BONDING REQUIREMENTS.....</b>	<b>8</b>
<b>PREVAILING WAGE RATES.....</b>	<b>8</b>
<b>W-9 FORM .....</b>	<b>9</b>
<b>CONTRACTOR LIABILITY .....</b>	<b>9</b>
<b>AUTHORIZED PURCHASES.....</b>	<b>9</b>
<b>INVOICES .....</b>	<b>10</b>
<b>TAX-EXEMPT STATUS .....</b>	<b>10</b>
<b>POLITICAL CONTRIBUTION DISCLOSURE FORM ..</b>	<b>10</b>
<b>INDEMNIFICATION .....</b>	<b>11</b>
<b>INSURANCE .....</b>	<b>12</b>
<b>CONCLUSION .....</b>	<b>13</b>

# GENERAL INFORMATION

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The City of Allentown Purchasing Department has prepared this booklet with the vendor in mind. In an effort to assist vendors in acquiring a better understanding and knowledge of the City of Allentown policies, restrictions, procedures, and regulations.

The information in this booklet is intended as a guide only. Specific instructions are published and available explaining the bidding process and all other purchasing procedures.

We hope this guide provides you with the information you need and ensures that doing business with the City of Allentown is a positive experience; however, if you still have questions not covered in this guide, please do not hesitate to contact the Purchasing Department.

# PURCHASING STAFF

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# RESPONSIBILITIES OF THE PURCHASING DEPARTMENT

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This bureau provides centralized purchasing support for all the departments in the City. The Purchasing department is responsible for all advertised BID's, RFQ's, and RFP's, as well as the public openings of proposals and bids. The Purchasing department works hand in hand with all the City departments to assure that all purchasing procedures and regulations are kept up to date and proceed as smoothly as possible.

## ETHICAL CODE

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City of Allentown Government personnel subscribe to the NIGP Code of Ethics.

To learn more as well as receive a digital copy of the NIGP Code of Ethics, simply scan the QR Code below:



## PURCHASING ORDINANCE

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The Purchasing Ordinance can be found on the City's website: <https://www.allentownpa.gov/Finance/Purchasing>

The ordinance outlines the contracts, the bidding process, and regulations that are followed throughout all procedures.

To view or download a digital copy of this ordinance scan the QR Code below:



# VENDOR REGISTRATION

The City of Allentown uses Public Purchase, a web-based eProcurement service for Vendor Registrations and RFQ's of \$1,000.00 to \$39,999.99.

The City uses [Publicpurchase.com](http://Publicpurchase.com) to advertise bids and to post tabulations after the bid openings. Vendors can refer to Public Purchase for RFP, RFQ and BID packets. Addendums and due dates are also posted on Public Purchase. The vendor can also use this service to ask any questions regarding the bid, quote, or RFP.

All vendors are required to register and participate in Public Purchase, the purpose is to give transparency and clarification between the Vendor and the City of Allentown.

## REGISTRATION PROCESS

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Registration through Public Purchase is **FREE** and allows suppliers to update and change their information at any time. In order to receive notifications from the City, vendors will need to register through the following two-step process:

### 1. First, register with Public Purchase:

To register <sup>for free</sup> ~~WI Free~~, go on [www.pur.l-mcpcurciuse.corri](http://www.pur.l-mcpcurciuse.corri). Free registration is a two-part process.

Follow the prompts.

Commodity codes are very important! Make sure all that applies are chosen. The more the better. This is how you will receive emails on the solicitations that pertain to your business.

In 24 hours, Public Purchase will send you an email verifying and activating the account. Check spam and junk mail.

Email [support@publicpurchase.com](mailto:support@publicpurchase.com) with questions.

- When the registration process is complete, the account will be reviewed and activated, this can take up to 24 hours.

**2. Second, register with the agency:**

- To register with an agency, you will need to be logged into your account.
- Click on the Tools Tab in the upper right corner of your Home Page; this will take you to your General Information page. Click the Agencies Sub-Tab; this will direct you to the Agency Search Page; enter: City of Allentown.
- You will immediately be directed to the Agency's Registration page, where you can follow the prompts and fill out the necessary information.
- As part of the process vendors must also select commodity codes specific to their business, please make sure you add commodity codes for both the general registration process and the agencies registration process.

## **ADDENDUM**

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**The City will issue a written addendum to communicate interpretations of a bid, clarification of bid specifications, and requirements or changes to the bid, which have a material effect, etc. This addendum must be printed, signed, and attached to the proposal. Failure to return such Addenda with the proposal will result in rejection of the proposal. General questions that do not have a material effect will be answered on Public Purchase, on a regular basis.**

# PERSONAL ENGAGEMENT

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**Vendor Day** - the City of Allentown takes relationships with vendors seriously. Time is an important commodity, and we are publishing this guide to ensure efficient use of the vendor's time. As a courtesy, and for our relationship to be more productive, vendors are seen every Thursday between 9:00 a.m. and 3:00 p.m. without an appointment. If Thursday is not convenient, an appointment may be reserved so that we can properly prepare.

Purchases are made through a detailed, comprehensive system of specifications and competitive bidding, as outlined by City Ordinance and State law. The system ensures that the contract goes to the lowest responsible bidder who complies with our specifications.

All bidders will be afforded equal opportunity to quote and to compete in all areas.

# PURCHASING THRESHOLDS

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Type of Quote	Threshold
<b>One Quote (Written or Verbal) .....</b>	<b>\$1.00 - \$3999.99</b>
<b>At Least two (2) Competitive Quotes (Written or Verbal) .....</b>	<b>\$4,000 - \$9,999.99</b>
<b>At Least three (3) Competitive Quotes (Written) .....</b>	<b>\$10,000 - \$39,999.99</b>
<b>1. Does not require advertising</b>	
<b>2. Controlled by internal policy and procedures</b>	
<b>Formal Invitation to Bid.....</b>	<b>\$40,000</b>

# BIDDING

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There are two (2) types of bids:

## Professional Services

1. Those less than \$40,000.00 are controlled by internal procedures.
2. \$40,000 and greater are formal Requests for Proposals.

## All others, Including Construction Contracts

1. Those less than \$40,000.00 are controlled by internal procedures.
2. \$40,000 and greater are formal Invitations to Bid.

# SUBMITTING BIDS

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Bids can be sent by U.S mail service, private courier, or hand delivered to the location on the bid invitation form. Bids must be enclosed in a sealed envelope and should be clearly marked on the outside. Bids are time and date stamped upon receipt. Bids will not be considered if received after the stated bid opening date and time. Any bids that do not follow purchasing's regulations notated inside the specification packets will be rejected.

# VENDOR RESPONSIBILITIES

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The vendor has sole responsibility to ensure that their bid arrives on time to the specified location prior to the deadline date and time stated in the Invitation to Bid. To verify receipt, the vendor may call the Purchasing Department for confirmation.



## COMPETITIVE SEALED BIDS

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If the vendor receives an electronic email notification of a current solicitation, they must download the packet and follow all directions highlighted in the packet. Vendors are advised to periodically check the Public Purchase website and check applicable commodity codes. Once bids are opened, evaluated, and successful vendors are recommended and approved by City Council, the City will mail and email an official award letter to the awarded vendor. The City posts all tabulations on Public Purchase within 48 hours after the initial opening.

## BID SECURITY

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Each bid shall be accompanied by a Bid Bond signed by a surety company authorized to do business in Pennsylvania in the amount equal to ten (10%) percent of the bid total or a Certified Check, an Irrevocable Letter of Credit, or bank check in an amount equal to ten (10%) percent of the bid total. No faxed bid security will be accepted by the City of Allentown.

## BONDING REQUIREMENTS

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All formal bids require a Performance Bond (100% of Contract Price) due before the contract can be executed.

Any formal bid over \$10,000.00 for the construction, alteration, or repair of any public work or improvement shall require a Labor and Material Bond to assure payment to all subcontractors or vendors (100% of Contract Price), due before the contract signing.

The City retains a Maintenance Bond in the amount of 10% for 12 or 18 months, depending, due before final payment can be made.

## PREVAILING WAGE RATES

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The City of Allentown requires prevailing wages rates for public improvement projects of \$25,000.00 or greater.

# W-9 FORM

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New vendors wishing to transact business with the City of Allentown must complete a W-9 or W-8 (outside the U.S.) form. The form is available on the City of Allentown website and can now be uploaded and attached directly to vendor's online Public Purchase registration when completed. Uploading the W-9 or W-8 form will electronically link the form to the vendor's online Public Purchase account for future use by the Purchasing Department. Vendor's must enter this information to establish a permanent vendor record. If the vendor's business information changes, this form along with the online vendor information should be updated. Vendors should not mail, email, or fax to the Purchasing Department.

# CONTRACTOR LIABILITY

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Each contractor is required to comply with the City of Allentown local tax requirements. Accordingly, each contractor must register for and obtain a Business License, prior to the award of a contract. Forms are available through the Department of Revenue and Audit. Contact them via their website or address below:

Website

[www.allentownpa.gov/Finance/Revenue-and-Audit](http://www.allentownpa.gov/Finance/Revenue-and-Audit)

Address

City Hall, 435 Hamilton Street, Room 215, Allentown, Pa. 18101

# AUTHORIZED PURCHASES

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All purchases must be properly authorized in advance. Before shipping any merchandise or providing any services to the City,

vendors must first obtain an official award letter, notice to proceed, a purchase order number, a hard copy purchase order, or a valid purchasing card account number. Vendors are expressly prohibited from shipping merchandise or providing services without obtaining all applicable forms of approval listed above. The City will be under no obligation to pay for merchandise delivered or services provided resulting from violation of this rule.

# INVOICES

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To receive payment for products or services rendered, the vendor must submit an original and official invoice showing the purchase order number to:

**City of Allentown**  
**Accounts Payable - Room 110**  
**435 Hamilton Street**  
**Allentown, PA 18101**

Invoices should not be directed to the ordering department. Failure to send invoices directly to the Accounts Payable could delay payment.

# TAX EXEMPT STATUS

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The City of Allentown certifies that all materials, merchandise, or services purchased or leased by this organization, pursuant to PA law, is a tax exempt. A copy of the City of Allentown Tax Exempt Certificate is available upon request by emailing:

[purchasing.agent@allentownpa.gov](mailto:purchasing.agent@allentownpa.gov).

# POLITICAL CONTRIBUTION DISCLOSURE FORM

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A Political Contribution Disclosure Form is required, pursuant to the City's Administrative Code Section 130.16 (H), for all non-competitive bid contracts or financial assistance in excess of \$2,500.00. An individual or business (including family members with a financial interest in the business, business associates, subcontractors, contribution to a PAC which makes a candidate contribution, consultants) shall not make a contribution in excess of \$250.00 inclusive of in-kind services in the aggregate, to a candidate for any elective City office or to an elected City office incumbent during the incumbent's term of office.

# INDEMNIFICATION

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The Contractor assumes all risks and responsibilities for casualties of every description in connection with the work, except that he shall not be held liable or responsible for delays or damage to the work caused by acts of God, acts of Public enemy, acts of Government, quarantine restrictions, general strikes throughout the trade, or by freight embargoes not caused or participated in by the Contractor. The Contractor shall have charge and control of the entire work until completion and acceptance of the same by the City.

The Contractor shall alone be liable and responsible for, and shall pay, any and all loss or damage sustained by any person or party either during the performance or subsequent to the completion of the work under an agreement, by reason of injuries to persons and damage to property, buildings and adjacent work, that may occur either during the performance of the work covered by this contract or that may be sustained as a result of or in consequence thereof, irrespective of whether or not such injury or damage be due to negligence or the inherent nature of the work.

The Contractor shall bear all losses resulting from the amount or character of the work being different, or because the nature of the premises on which the work is done is different from what was expected, or on account of the weather, or similar other causes; and he shall assume the defense of and indemnify and hold harmless the City, its employees, agents, officials, representatives, attorneys, and assigns from any and all liability, both negligent and non-negligent, arising directly or indirectly out of all activities conducted in connection with this project and/or the performance hereof, including but not limited to payment of all fees for its/their attorneys and all incidental litigation expenses in the event the City or any of its employees, agents, officials, representatives, attorneys, and assigns are sued upon a claim emanating or supposedly emanating from the execution and/or performance hereof, whether or not the City or any of its employees, agents, officials, representatives, attorneys, and assigns are held liable. This agreement shall be binding on the parties hereto, their heirs, successors, and assigns.

# INSURANCE

The Contractor, prior to commencing work, shall provide, if required by the City's Risk Management Department, at his own expense, the following insurance to the City of Allentown, evidenced by certificates of insurance. Each certificate requires that notice be given, thirty (30) days prior to cancellation or material change in the policies, to the Department of Finance, Risk Manager. All policies shall name the City of Allentown, its officers, agents, and employees as additional insured. This coverage shall be reflected on the Certificates of Insurance.

Nothing contained in this section shall be construed as limiting the extent of the vendor's responsibility for payment of damages resulting from his operations under the contract.

## **1.28 Workers' Compensation including Occupational Disease and Employer's Liability Insurance**

- a. Statutory - Amounts and coverage as required by Pennsylvania Workmen's Compensation and Occupational Disease Laws.
- b. Employer's Liability - Bodily injury by:
  - Accident \$100,000.00 each
  - Disease \$500,000.00 minimum policy limit

## **1.28 Liability**    Disease \$100,000.00 each employee

The Contractor shall maintain a commercial general liability insurance policy, using an occurrence form of coverage. The required coverage forms are:

- a. Comprehensive
- b. Premises - Operation
- c. Products Completed Operations
- d. Contractual Insurance
- e. Independent Contractor
- f. Explosion, Collapse and Underground Hazard

The General Liability policy shall have a minimum limit of liability of \$1,000,000.00 minimum, per occurrence.

Automobile liability coverage with minimum combined single limits of \$1,000,000.00 per occurrence. The Contractor shall obtain total minimum coverage limits of \$2,000,000.00 per occurrence. The additional limits above the general liability and automobile liability policies (required above) may be provided by excess and/or umbrella liability policies.

# CONCLUSION

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The information provided in this document is designed to provide a general summary of information for vendors wishing to do business with the City of Allentown. The procurement activity of the City of Allentown is performed and bound in accordance with all applicable law, ordinances, and policies relevant to procurement in the State of Pennsylvania. It is hoped that this publication will provide all parties with sufficient information to become familiar with the purchasing procedures and avoid common pitfalls. If you still have additional questions or concerns, please feel free to contact the Purchasing Department.

Thank you for your interest in the City of Allentown, we assure all vendors transparency and clarification for all of your purchasing needs.



