

## INTERESTED IN BECOMING A VENDOR WITH THE CITY OF ALLENTOWN?

Receive automatic emails every time the City advertises a solicitation with your chosen commodity code by following the directions below:

1. Go to [publicpurchase.com](https://publicpurchase.com)
2. Click **Register** on the right hand corner. (the free version of Public Purchase is the only one needed.)
3. Follow the prompts. In less than 24 hours a welcome email will be sent to the email provided.
4. Log in, click on **Tools** on the right hand corner, then **Agencies**.
5. Type in **City of Allentown**, follow the prompts. Choose the commodity codes that apply to your organization.
6. **Congratulations!** You are now a vendor with the City of Allentown.

FOR MORE INFORMATION  
PLEASE CONTACT:

City of Allentown  
Purchasing Department

**610.437.7624**

**[Purchasing.Agent@allentownpa.gov](mailto:Purchasing.Agent@allentownpa.gov)**

TO DO BUSINESS WITH THE  
CITY OF ALLENTOWN, VISIT:

**[www.allentownpa.gov/finance/purchasing](http://www.allentownpa.gov/finance/purchasing)**

OR SCAN HERE:



**City of Allentown**  
435 Hamilton Street  
Room 234  
Allentown, PA 18101

## PURCHASING DEPARTMENT



## IMPORTANT INFORMATION FOR VENDORS



## OUR MISSION

The goal of the Purchasing Department is to procure materials, supplies, and services to meet the essential needs of the City Departments and Bureaus, at the lowest possible cost, consistent with the quality needed for the proper and effective operation of City Government.

The Purchasing Office is responsible for monitoring the purchasing process for compliance with established purchasing regulations and procedures, processing and maintaining all Purchase Orders, preparing, reviewing, and advertising all formal invitations to Bid and Requests for Proposals, performing product testing, research and purchase scheduling to maximize bulk and quantity discounts.

This responsibility is achieved through competitive purchasing using publicly offered invitations to Bid, Requests for Proposal and formal/informal Quotations. All purchases more than \$40k must be publicly offered. Formal and informal Quotes are used for purchases under \$40k.



## PURCHASING PROCESSES

The purchasing thresholds below guide the City in determining the number of vendors that need to submit a quote prior to making a decision.

### **\$1.00 - \$3,999.99**

- One Quote (Written or Verbal)

### **\$4,000.00 - \$9,999.99**

- At Least 2 Competitive Quotes (Written)

### **\$10,000.00 - \$39,999.99**

- At Least 3 Competitive Quotes (Written)

### **\$40,000 and over**

- Formal Invitation to Bid - RFP

## PURCHASING AGENT

**Sarrah McNeil**

## BUYERS

**Margaret Anthony  
Rubina Kale**

## PURCHASING CONTRACT ADMINISTRATOR

**Megan Rohrbach**

## PURCHASING COORDINATOR

**Gizelle Alkhal**



## **BENEFITS OF REGISTERING WITH THE CITY OF ALLENTOWN BID SYSTEM**

Basic functions available with free registration on Public Purchase:

- Search opportunities by Agency
- Access to bid, RFP, and quote documents
- Automatic notification of bids
- Notification of bids appropriate for your business based on commodity codes
- Ability to search multiple agencies
- Automatic bid deadline reminder

## **IMPORTANT TIPS FOR USING PUBLIC PURCHASE**

Assigning the right NIGP commodity codes for your business ensures you are notified of the right opportunities.

If you do not choose any codes or don't include those appropriate for your business, you may miss out on opportunities.

Email addresses should be kept up-to-date and monitored carefully to ensure no opportunities are missed.

A group email accessible by more than one person is recommended in case of employee turnover.