

### **Bid List**

The Town uses the Rocky Mountain E-Purchasing System Web site to post its bids, quotes, addendums and awards. Registration on this system allows vendors to access bidding opportunities from 80 other Colorado and Wyoming governmental agencies as well. To register, go to [RockyMountainBidSystem.com](http://RockyMountainBidSystem.com).

### **Office Hours**

The Procurement Division is open from 8 a.m. to 5 p.m., Monday through Friday. Offices are closed for major national holidays and other Town-approved holidays.



**PARKER**  
COLORADO

20120 E. Mainstreet  
Parker, CO 80138

**VOICE** 303.841.0353

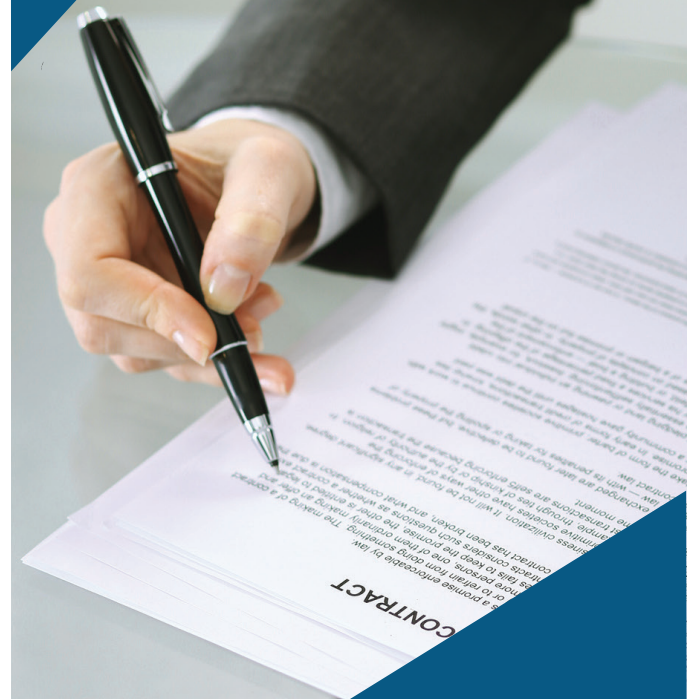
**FAX** 303.840.9792

**EMAIL** [town@parkeronline.org](mailto:town@parkeronline.org)

**WEB** [ParkerOnline.org](http://ParkerOnline.org)

# HOW TO DO BUSINESS WITH THE TOWN OF PARKER

*Procurement Division*



**PARKER**  
COLORADO

## INTRODUCTION

Welcome to the Town of Parker's Procurement Division. We are pleased that you are interested in providing us with products and services. Although this document may not answer all of your questions, it was developed to provide you with basic information about who we are and how to do business with us. For additional information, contact the Procurement Division at 303.805.3188.

## WHO WE ARE

The Town of Parker is proud to be a full service community with a hometown feel. It is a Colorado home rule municipality, founded in 1864 and incorporated in 1981. It serves 64,000-plus residents and occupies approximately 20 square miles in northern Douglas County, less than 25 miles south of downtown Denver. The Town has a mayor/council/administrator form of government, more than 850 full and part-time employees and a budget in excess of \$190 million. The Town's primary sources of revenue are sales and use taxes, property taxes and fees for services.

## PROCUREMENT INFORMATION

### Overview

The Town of Parker's Procurement Division provides a resource for pricing, sourcing, quotations, order placement, vendor contact and general problem solving, relieving departments of time-consuming administrative functions which are common to all. The Division is a member of the National Institute of Governmental Purchasing (NIGP), which is dedicated to the establishment and maintenance of ethical standards and professionalism in public purchasing.

### Contracting Requirements

Procurements not exceeding \$5,000 may be made without formal competition. Purchases between \$5,000 and \$50,000 require that, wherever practical or advantageous, quotations be obtained. Purchases in excess of \$50,000 (with specifically defined exceptions) require that a formal, competitive process be used.

For most competitive solicitations, the Town uses either a Request for Bid (RFB) which is awarded to the lowest responsive, responsible bidder, or a Request for Proposals (RFP) which is awarded by an evaluation committee based on various criteria specified in the solicitation and intended to afford the Town the "best value."

### Bid Tabulations

After a bid is awarded, bidders may request a copy of the bid tabulation by emailing the buyer designated on the cover sheet of the solicitation. Bid tabulations will not be read to bidders over the telephone.

### Cooperative Purchasing

The Procurement Division is authorized by policy to join with other units of government in cooperative procurement. In addition, competitive solicitations received by other governmental agencies may be considered the equivalent of solicitations received by the Town and may be the basis for purchasing by the Town.

### Methods of Procurement

Generally, products are purchased using numbered purchase orders issued by the Town's Purchasing Division and services are secured with written contracts. Purchases are also made using Town of Parker purchasing cards. Vendors should not provide any products or services prior to receiving a purchase order or signed contract or completing a valid purchasing card transaction.

### Payments to Vendors

Town of Parker payment terms are net 30 days unless otherwise stated in the purchase order or contract. The Town is exempt from paying Federal and State sales taxes.

### Sales Calls

Although every effort will be made to accommodate vendors who arrive unannounced, it is preferred that appointments be scheduled with Procurement in advance. Vendors are not permitted to contact other Town employees for the purpose of making sales unless authorized to do so by Procurement or by the employee's department head.

### Gratuities

Gifts or gratuities which might obligate a person officially connected with or employed by the Town in any manner will be refused. Any vendor or bidder who offers items in violation of this policy may be disqualified indefinitely.