



# CITY OF MADISON

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## Alabama

Vendor Manual  
*Doing Business with Madison*  
Revision: October 2016

## **MISSION**

The Mission of the Purchasing Arm of the City of Madison, Alabama, is to conduct all procurement services for the City in accordance with state laws, federal laws, local ordinances, professional standards and ethics.

### **Purchasing Arm of the City**

Responsibilities of the Purchasing Arm of the City:

- Provide fair and equitable treatment of all persons involved in providing goods and services to the City
- Adhere to legal and ethical purchasing requirements, policies and procedures
- Maintain honesty and integrity in all transactions
- Remain free from obligations to vendors
- Furnish complete and accurate information
- Eliminate errors and produce efficient and economical results
- Keep an open mind to new technology and procedures

The Purchasing Arm of the City is composed of two City departments, with each department providing a specialized part of the picture. The two departments are:

1. Finance Department (Purchasing Division)
  - Marilyn Story - Purchasing Officer  
marilyn.story@madisonal.gov  
Phone: 256-772-5667  
Fax: 256-772-5649
  - Laurel Rossmeier - Procurement Specialist  
laurel.rossmeier@madisonal.gov  
Phone: 256-772-5636  
Fax: 256-772-5649
2. Legal Department
  - Kelly Butler – City Attorney, Competitive Purchasing Coordinator  
competitive.purchasing@madisonal.gov  
Phone: 256-772-5681

## The Purchasing Process

The purchasing process and the involvement of Finance and Legal departments are determined by the dollar value of the purchase or acquisition acquired:

1. Finance Department (Purchasing Division)- daily/routine purchases for the City:
  - Petty Cash Purchases - \$100 or under
  - Purchasing Cards - Mainly travel and emergency expenses
  - Purchase Orders - purchases under \$15,000 for general purchase and under \$50,000 for public works projects
  - Purchase Orders - \$6,001 to \$14,999
    - ✓ Price quotes required when a purchase can be made from two (2) or more resident vendors
    - ✓ Price quotes required when a purchase can be made from nonresident vendors
    - ✓ Price quotes not required for purchases made from only one (1) resident vendor
  - Purchase Orders - \$6,000 and under
    - ✓ No price quote is required
  
2. Legal Department (Competitive Purchasing) - non-routine purchases for the City:
  - Formal Bids - General Product Purchases - \$15,000 and up
    - ✓ Prepare bid specifications
    - ✓ Solicit bids
    - ✓ Hold pre-bid conferences
    - ✓ Hold bid openings
    - ✓ Perform bid evaluations
    - ✓ Handle award of bid
  - Formal Bids - Public Works Projects - \$50,000 and up
    - ✓ Prepare bid specifications
    - ✓ Solicit bids
    - ✓ Hold pre-bid conferences
    - ✓ Hold bid openings
    - ✓ Perform bid evaluations
    - ✓ Handle award of bid
  - Requests for Proposals (RFP's) for Services - \$15,000 and up
    - ✓ Prepare RFP specifications
    - ✓ Solicit proposals
    - ✓ Hold pre-proposal conferences
    - ✓ Establish and lead RFP Review Panel
    - ✓ Recommend appropriate action to Council

## Applicable City, State and Federal Laws

### **CITY & STATE:**

- Purchase of goods/services/lease contracts \$15,000 or more shall be competitively bid in accordance with Code of Alabama Title 41 (handled by Legal Department)
- Public Works projects \$50,000 or more shall be competitively bid in accordance with Code of Alabama Title 39 (handled by Legal Department)
- Public Works projects less than \$50,000 are exempt from the competitive bid law (handled by Finance Department)
- Professional services (e.g.: accounting, actuary, auditing, banking services, etc.) acquired on basis of qualifications and competence are exempt from competitive bid law in accordance with Code of Alabama Title 41
- Public Works projects shall not be split to avoid the competitive bid law
- Competitive bidding required unless purchase is otherwise exempt by statute
- Three percent (3%) preference allowed for resident bidder: Upon receipt of a bid from a person, firm or corporation deemed to be a responsible bidder which has a place of business in the county or Core Based Statistical Area (CBSA) and which has submitted a bid no more than three percent (3%) greater than the bid of the lowest bidder, the municipality may award the contract to such resident responsible bidder in accordance with Code of Alabama Title 41.

### **FEDERAL:**

- Federal regulations and guidelines shall apply to all purchases acquired by federal funds

## General Recommendations

- Register as a vendor (online [www.madisonal.gov](http://www.madisonal.gov) under Bid Opportunities tab )
- Update your profile, even if already a registered vendor
- Check opportunities (once registered you will automatically be notified of all bid opportunities)
- Review all solicitation documents carefully
- Obtain clarifications in writing

## Vendor Registration

The City encourages all vendors including, but not limited to, contractors, subcontractors, consultants and sub-consultants desiring to provide goods/services to the City of Madison to register online.

- Register Your Business
  - ✓ Tell us about our business
  - ✓ Tell us about the goods/services you provide
- Methods to Register
  - ✓ Register online at [www.madisonal.gov](http://www.madisonal.gov) under the Bid Opportunities tab.
- Update Information
  - ✓ Out-of-date information means lost opportunities
  - ✓ Changes to business structure (i.e.: billing/ mailing address)
  - ✓ Changes to goods/services provided to City

## **Other Information!**

### **Gratuities**

It is declared by the City of Madison to be unethical for any person to offer, give, or agree to give any City employee or former City employee, or for any City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, requesting for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or contract or subcontract, or any solicitation or proposal therefore.

### **Kickbacks**

The City of Madison declares it is unethical for any City employee to receive any payment, gratuity, or offer of employment from, or on behalf of, a vendor or potential vendor or any person associated therewith as an inducement for the award of a contract or purchase order. Likewise, the City of Madison declares it is unethical for any vendor or potential vendor or any person associated therewith to offer any payment, gratuity, or employment to any City employee as an inducement for award of any contract or purchase order.

### **Non-Discrimination**

The City of Madison hereby notifies all bidders that the City will affirmatively ensure that small businesses, minority-owned firms, and women's business enterprises are afforded full opportunity and consideration when submitting bids in response to solicitations for bids. The City of Madison will not discriminate against any business based on the grounds of race, color, sex, creed or national origin when reviewing bids for award of contracts.

### **Americans with Disabilities Act**

The City of Madison will comply fully with the Americans with Disabilities Act.

## What Does the City Buy?

It is important to understand what the City purchases. The City purchases supplies, equipment and services by annual contracts and one-time purchases.

### Annual Contracts

Annual contracts are for estimated quantities of supplies, equipment and services generally at a firm price and for a specified period. The estimated quantities are established through prior usage by a City department(s).

The City awards contracts to a qualified single or multiple vendors who meet the specifications and conditions as solicited. Most contracts awarded are for a one-year period, although they may be for longer (not to exceed three years) or shorter periods. Examples of items purchased under annual contracts are:

Ammunition	Electrical items	Stone - crushed
Asphalt & plant mix	Equipment rental	Street name signs
Athletic equipment	Fire extinguisher service & equipment	Street resurfacing
Athletic maintenance equipment	Firefighting equipment	Temporary personnel
Automobiles	Gasoline & diesel fuel	Tires & tubes
Automobile filters (air & oil)	Gloves	Tires - recap
Batteries - auto	Grass seeds & fertilizer	Tissue & towels
Batteries - radio	Grease	Traffic control equipment
Bleachers - aluminum	HVAC repairs	Traffic marking paint
Breath analyzer	Janitorial supplies	Transmission repair & rebuild
Bullet resistant vests	Letters & stripes - vehicles	Tree pruning & removal
Chemicals - insect control	Office supplies	Two-way radios
Chemicals - swimming pool	Park equipment	Uniforms
Chemicals - weed control	Pest control	Uniforms - protective - fire
Citation & complaint forms	Printing & binding	Uniforms - shoes & boots
Computer paper	Rain suits	
Concrete - redi-mix	Reinforced concrete pipe	
Concrete steel reinforced	Sign - street - blanks	
Copiers	Sprayers - herbicide	
Copy Paper	Steel & concrete pipe	

### One-Time Purchases

One-time purchases are for specific equipment, supplies or services at a firm price, of a fixed quantity and for a specified delivery.

Awards made to the lowest responsible and responsive bidder meeting the specifications and conditions. Examples of items purchased under "one-time" purchase contracts are:

Construction projects	Furniture
Law enforcement equipment	Fire trucks
Heavy equipment	

**City of Madison, Alabama**

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[www.madisonal.gov](http://www.madisonal.gov)