



ORGANIZATION

The City of Johnson City conducts business by utilizing a centralized purchasing department. This department provides professional procurement service to meet the needs of both internal and external customers. Our goal is to obtain the best goods and services at the least possible cost while striving to enhance competition and ensure the integrity of the process.

OFFICE HOURS

The Purchasing Department office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Closed most legal holidays. You are invited to visit at your convenience, but an appointment is recommended.

CONTACT PROCEDURES

This office is your first point of contact with the City. We will be glad to review your products and provide referrals to individual departments should it become necessary for you to contact them.

BID LIST

The City is interested in doing business with responsible, responsive

providers of materials, equipment, supplies and services.

The City has implemented an on-line vendor registration program at <https://purchasing.johnsoncitytn.org/bsol/>. This program is vendor maintained and provides you the opportunity to identify specific products and/or services unique to your company. You are encouraged to register so you can receive automatic bid/rfp notifications via e-mail.

PURCHASING PROCESS

Our objective is to obtain all purchases for the City through an active and equitable competitive process. The lowest and best bid is from the vendor who can furnish the product or service that meets our quality standards and delivery needs.

Purchases under \$500 are made by the using department on procurement cards (P-Cards). Written quotations are required for purchases between \$1,000 and \$10,000. Purchases over \$10,000 require Board approval and are obtained by sealed bid or proposal solicitation.

Notices of upcoming bids are published in the local newspaper, listed on the City's website and viewed on the government access channel. Bid documents are downloadable on the City's website. Bid openings are public meetings and you are encouraged to attend. Tabulations of bid results are also posted on-line.

All sealed bid responses must be submitted on bid forms provided by the City and require a signature to be considered valid. Telephone or facsimile responses will not be

considered. Late bids are returned unopened.

PURCHASE ORDERS

All purchases over \$500 must be preceded by an approved purchase order. You are cautioned not to accept verbal orders without an order number. Failure to receive an order may result in the return of your product at your expense or non-payment.

F.O.B. POINT

All prices quoted to the City shall be delivered with full freight prepaid and allowed (FOB: Delivered).

TAXES

The City is exempt from Federal excise tax, State and City sales taxes. Tax exemption certificates furnished upon request.

EQUAL OPPORTUNITY

The City of Johnson City is an Equal Opportunity Employer and complies with Title VI of the Civil Rights Act of 1964.

DEFAULT

Should your company fail to meet stated delivery schedules, provide quality products or consistently be unresponsive to bids, you may be removed from our active bid file or incur other penalties associated with contract default.

GRATUITIES

No official or employee of the City shall solicit, accept, or agree to accept, directly or indirectly, from any person, firm or corporation to whom any contract may be awarded, by rebate, gifts or otherwise, any promise, obligation, or contract for future awards or compensation.

PROFESSIONAL AFFILIATION

The City of Johnson City maintains active memberships in the National Institute of Governmental Purchasing (NIGP), National Purchasing Institute (NPI), the Institute for Supply Management (ISM) and is a charter member of East Tennessee Purchasing Association (ETPA) and Tennessee Association of Public Purchasing (TAPP).

These affiliations provide the latest procurement practices, educational programs, networking opportunities, and resource documents available to enhance the level of service delivered by purchasing department personnel.

The City purchasing staff is fully certified by the Universal Public Purchasing Certification Council (UPPCC) and maintains these certifications through participation in continued education programs and association work.

WELCOME

To The

City of Johnson City

Purchasing
Department



City of Johnson City Purchasing
Department
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Debbie Dillon, Purchasing Director
Valerie Harless, Buyer
Saundra Kelley, Clerical Specialist II

We welcome the opportunity to do business with your company.

This folder will acquaint you with the City's policies and procedures.