

# The City of Longmont

In 2006 and 2008, Longmont was named one of the top 100 places to live in the United States by Money Magazine, and in 2006, was also awarded the National Civic League's All-American City designation.

Longmont, located within Boulder County, is a city with 22 square miles and over 1500 acres of park space. We are located 37 miles from Denver and 16 miles from Boulder.

The City of Longmont established a centralized Purchasing & Contracts Division responsible for maximizing the purchasing value of public funds in the procurement of goods and services. The Purchasing & Contracts Division is responsible for fostering public confidence in the governmental efficiency, integrity and accountability of the public procurement process. The purchasing staff are members of the National Institute of Governmental Purchasing.



**DOING  
BUSINESS  
with the  
CITY OF  
LONGMONT**

Purchasing & Contracts  
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*To better serve you, schedule appointments in advance with the professional purchasing staff you want to see. Appointments help insure adequate time so that vendor presentations, materials and discussions will be given full consideration.*

Members of...



## How We Buy

Purchases under \$5,000 can be awarded directly by each City Department with either a purchasing card (MasterCard) or by issuing a purchase order. Purchases over \$5,000 must be authorized through the Purchasing & Contracts Division. Generally, at least three quotes must be obtained for purchases between \$5,000 and \$25,000. Over \$25,000, the City seeks competition using either an Invitation for Bids or Request for Proposals.

Invitations for Bids are publicly opened at the date, time, and location specified in the solicitation document. There are no public openings for Requests for Proposals but information is made available to the public after contract award.

Construction awards over \$25,000 require a contract. The successful bidder will also be required to furnish Certificates of Insurance, Performance/Payment Bonds, Worker's Compensation as specified in the bid documents.

## Local and Small Business Preference

The City of Longmont's Purchasing Code allows a preference for doing business with local companies, and with small, local companies. A local company is one that 1) has an unrevoked Sales and Use Tax License, 2) has a physical location with at least one employee within the Longmont city limits operating legally, and 3) is current on payment and filing obligations with the City. Businesses meeting the criteria are provided a 5% preference. A small business is a local company with 35 or fewer employees. Such companies are provided an additional 2.5% preference. Both preferences are capped at the first \$100,000 of the bid.

The preference means that the City can award quotes and bids to higher-priced respondents that are local or small local companies as long as the higher price is not more than the applicable percentage preference.

For RFPs, the preference is applied to the evaluation scores rather than price.

## The Rocky Mountain E-Purchasing System

All Bids and RFPs, and some Requests for Quotes are posted on the Rocky Mountain E-Purchasing System.

The Rocky Mountain E-Purchasing System is designed to allow interested vendors easy access to bidding opportunities of participating agencies, which currently includes over 50 Colorado cities, counties, school districts, and special districts.

We encourage you to register with the Rocky Mountain E-Purchasing System. It is free to register for online access, or for a small fee, you can receive emails notifying you of opportunities.

For more information, visit <http://www.rockymountainbidsystem.com>.

## Cooperative Purchasing

The City participates in cooperative purchasing efforts, such as State of Colorado (www.colorado.gov/dpa/dfp/s p o ) a n d M A P O (www.coloradomapo.net).