

## Vision

The vision of the Purchasing Department is to be an integrated, motivated team within a shared centralized and decentralized system, working together with all departments to facilitate the seamless delivery of value-added goods and services.

We aspire to:

- Be "TRUE" - Trustworthy, Responsive, Unbiased and Ethical in our day-to-day interactions with internal and external customers.
- Have a "Can Do" attitude at all times.
- Provide excellence in procurement services that provide consistent customer satisfaction and preservation of the public trust.
- Be recognized for our leadership, customer responsiveness, expertise, and professionalism.

We appreciate your interest in doing business with the City and hope this brochure will be of benefit to you as a vendor for the City.

Our aim is to be helpful to you in your sales efforts and to promote an environment for good business relationships.

## Mission

The Purchasing Department exists to provide City departments and outside agencies with a central location for purchasing goods, equipment, and services while encouraging an atmosphere of fairness, honesty, and integrity in dealing with customers, suppliers, and staff.

Our main goal is to provide excellent customer care, general problem solving services for our customers, competitive pricing, reputable sources, and use financial resources wisely so that maximum value is obtained for tax payer dollars.

**Visit our website at**  
**[www.pueblo.us/purchasing](http://www.pueblo.us/purchasing)**

## Appointments

New vendors frequently request time to discuss products, innovations, and ideas. We value your time and would like to give adequate attention to your business. For an appointment please email [purchasing@pueblo.us](mailto:purchasing@pueblo.us).

Due to our busy schedule, and yours, we do not recommend drop in visits.

# Vendor Guide



## Purchasing Department

230 S. Mechanic Street  
Pueblo, CO 81003

Phone: 719-553-2350  
Fax: 719-553-2351

General email:  
[purchasing@pueblo.us](mailto:purchasing@pueblo.us)

Hours: 7:00 AM to 4:00 PM  
Monday—Friday

## Core Objectives

### Accountability

Taking ownership and being responsible to all stakeholders for our actions. This is essential to preserve the public trust.

### Transparency

Easily accessible and understandable processes and policies.

### Integrity

Doing the right thing at the right time.

### Impartiality

Unbiased decision making and actions.

### Professionalism

Upholding high technical and ethical standards.

### Service

Maintain a customer service focus while meeting the needs and protecting the interests of the organization and the public.

## Questions

For your convenience we frequently update our web site with project documents, bid results, surplus, and general information. If you do not find the information you need, please contact us at [purchasing@pueblo.us](mailto:purchasing@pueblo.us).

## Project Information

The City does not maintain an approved vendor list. However, we strive to provide vendors with various resources for project information.

- Our website is located at [www.pueblo.us/purchasing](http://www.pueblo.us/purchasing). It is recommended that you register at no charge on the City's website to receive all notifications of postings.
- Rocky Mountain E-Purchasing (RMEPS) offers a free search service for projects in our region. A link is available on the City's website or go directly to [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com)
- Public Improvement projects are also advertised in the Pueblo Chieftain.

## Submittal Deadlines

The Purchasing Department opens all bids and proposals at the submittal deadline. City staff, vendors, and interested parties may attend the opening and obtain copies of information read at the opening. A list of the participating vendors will be posted on our website under Bid Results.

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## Evaluation

After opening, all bids and proposals are reviewed by an Evaluation Committee. Only submittals from responsive and responsible vendors will be considered.

## Award Process

The Evaluation Committee or City Council will approve award to the most responsive and responsible vendor.

The vendor will then be required to submit licensing and insurance information (as required in the project documents). If approved, the City will create a contract, agreement, or Purchase Order. A project cannot begin until the City issues a Purchase Order and start date.

All other participating vendors will be notified of the final results in writing.

## Payment

Awarded vendors must register by following the instructions posted online under Vendor Payment Application.

Invoices should be sent to the "Ship To" address listed on the Purchase Order. For additional payment inquiries please contact the Finance Department at 719-553-2625.