

Questions?

The City of Lompoc Purchasing Staff is always happy to answer any questions. Please call (805) 736-1261 and ask for the following extensions:

- Extension 8000 for Purchasing questions.
- Extension 8002 for Deliveries to Central Receiving (Laurel Ave.)
- (805) 735-5580 for deliveries to the "V" Street Yard.

Order Types

- Purchase Orders
- Blanket Purchase Orders for materials or services to be ordered on an "As Needed" basis
- Contract Purchase Orders for materials or services to be ordered in conformance with bid terms, conditions and pricing
- Quick Purchase Orders for materials up to \$500, to be ordered directly by requesting department
- Cal-Card orders for materials up to the cardholder's established credit limit
- Change Orders modify original purchase order terms, conditions and/or prices
- Agreements for purchase of Public Works are bid and awarded through the Engineering Division of the City of Lompoc



VENDOR BEWARE!!

All purchases must be accompanied by a City of Lompoc issued agreement, purchase order, quick purchase order, or other documentation. Please call the Purchasing Division staff at 805/736-1261, Extension 8000 if in doubt as to the validity of an order

Visit us at our website at:
<http://www.ci.lompoc.ca.us>

City of Lompoc

VENDOR GUIDE

*Selling to the
City of Lompoc*



City of Lompoc
Purchasing Division
1300 West Laurel Avenue
Lompoc, CA 93436

Phone: (805) 736-1261, Ext. 8000
Fax: (805) 735-7628

Selling to the City of Lompoc

The City of Lompoc has adopted a centralized purchasing system. All City procurement is to comply with City ordinances and all relevant provisions of the law. The purchase of supplies, materials, equipment and services is done through the Purchasing Division.

Vendor Selection

- Vendors interested in doing business with the City may register on our website at: <http://www.ci.lompoc.ca.us>.
- Vendors may visit with buyers in the Purchasing Division during office hours, Monday through Friday, 8:00 am to 4:00 pm. Appointments are not necessary, although recommended.
- Vendors are selected for their capability to serve the needs of the City in the most economical and efficient way possible.



Standard Terms of Sale/Purchase

- Payment: Net 30 Days
- Local Sales Tax Consideration: If prices received are equal, bids from firms located with the City will be preferred over bids from outside firms. In determining the lowest price, the ultimate receipt of local sales tax (1%) by the City will be considered.
- Proof of insurance coverage (liability, automotive and workman's comp, if applicable) in City-determined amounts is required by vendors performing services on City property.
- Firms performing services or installation for the City must have a current City of Lompoc Business Tax Identification Number obtained from the City Clerk's Office.



Competitive Quotations and/or Bids

For purchases exceeding \$100,000, sealed bids or proposals will be solicited unless conditions excepting bidding prevail.



- Bid bonds may be requested for sealed bids; the Invitation to Bid will indicate such requests.
- Sealed bids must be received by the due date and time; the Invitation to Bid will indicate the opening location.
- Sealed bid openings are public and bidders are welcome to attend.
- Bids are awarded to the lowest responsive and responsible bidder; proposals are awarded to the Offeror whose proposal is most advantageous to the City in accordance with criteria set forth in the Request for Proposal.
- Public notice of Invitations to Bid are published at least ten calendar days prior to the date of bid opening.
- For purchases of \$3,000 to \$100,000, written quotations will be solicited.
- For purchases of \$500 to \$3,000, verbal quotations will be solicited.