

## **DELIVERY AND INSPECTIONS**

All shipments are to be made to the Otay Water District, F.O.B. destination. Requirements for delivery should be specified in all bids, on all purchase orders, and in all contracts. Variations from the specifications make a shipment subject to rejection. Suppliers are cautioned against making deliveries without having an authorized PO Number.

## **BILLING AND PAYMENT**

The District requires invoices for each purchase. The PO Number must appear on all invoices, packing slips and correspondence relevant to the order. Failure to do so may result in delay of payment. Payment is made after receipt of an invoice, delivery, and acceptance on the purchase order.

The District attempts to pay all invoices within thirty (30) days of receipt of an invoice and acceptance of the order. Questions regarding payment of invoices should be addressed to Accounts Payable at the above address, or by phone 619-670-2222. Suppliers with questions will need to reference the PO Number when making inquiries.

## **INSURANCE**

In all instances in which supplier personnel enter District property to repair, install, service, construct, consult, etc., the District requires a certificate of insurance verifying coverage pursuant to the District's insurance requirements. Should insurance be required, the District will notify the supplier of requirement coverage.

## **TAXES**

The District is exempt from federal excise tax, but does pay sales and use taxes

when applicable. Certificates of Exemption from Excise Tax are available upon request.

## **GIFTS AND GRATUITIES**

The District maintains a policy expressly prohibiting the acceptance of gifts or gratuities from any current or potential supplier. Your full compliance with this policy is appreciated.

## **METHODS OF PROCUREMENT**

Blanket Purchase Orders allow a supplier to sell goods or services to the District on an as-needed basis, under specific pricing arrangements, for a specified period of time. Suppliers for Blanket Purchase Orders are selected through a competitive process.

Purchases over \$5,000.00 require competitive price quotations that are generally made through an informal solicitation but may be made through a formal process. Informal quotations are to be submitted to Purchasing through BidSync, however, Purchasing, at its discretion, may request submittals by other meaning including telephone, e-mail, US-mail, special delivery, or facsimile.

Formal proposals are made in accordance with the District's proposal/bid documents for the work and are to be submitted via BidSync unless otherwise directed. Construction projects and Public Works over \$175,000.00 require formal bids. Formal bids must be sealed and submitted in the form, time and manner required by the District.

## **PURCHASE ORDER OR CONTRACT NUMBER**

All purchases made by the District require

a PO or Contract Number. If a District employee attempts to place an order without one or the other, you are cautioned to request an authorized PO or Contract number and to also report the name and Department of the individual attempting to place the order. The PO or Contract Number is your only assurance that you will be paid. Remember that unless a PO or Contract Number is issued, no binding contract exists between the supplier and the District.

## **AMERICANS WITH DISABILITIES ACT**

If someone in your firm requires special assistance to participate in a job walk or to attend a pre-bid conference, please contact the appropriate Buyer to request accommodation. The District will make every effort to provide reasonable accommodations to all suppliers.

## **EQUAL OPPORTUNITY**

It is the policy of the District to provide equal opportunity to all current and prospective suppliers. No supplier or employee of the District shall discriminate against any person or business because of sex (including gender, pregnancy, childbirth or related medical condition), race, color, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected class (as recognized by the U.S. EE OC or the California Department of Fair Employment and Housing).

**Thank You for Your Interest  
In Doing Business With The  
Otay Water District**



OTAY WATER DISTRICT

# **SUPPLIER'S GUIDE**

**PURCHASING  
DEPARTMENT**

2554 SWEETWATER SPRINGS, BLVD.  
SPRING VALLEY, CA 91978-2004  
(619) 670-2222

2016

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## **WELCOME TO THE PURCHASING DEPARTMENT OF THE OTAY WATER DISTRICT**

We appreciate your interest in doing business with the Otay Water District. We hope this guide will be of significant use and benefit to you. Our aim is to help you in your sales efforts and to promote a climate of good business relationships with the District. This pamphlet summarizes the District's purchasing policies and procedures. While it provides valuable information, it is not intended to be a complete statement of the District's purchasing policies and procedures. Should you have any questions or require additional information, please contact us.

### **PURPOSE**

The purpose of this guide is to explain how a supplier may participate in the District's purchasing process. The District is always interested in securing responsible suppliers who can supply its needs promptly, economically, and with the desired quality and quantities. As the District is interested in obtaining the best value, the Purchasing Department (Purchasing) considers not only price but service, suitability, experience, alternate suggestions among other qualities.

### **ORGANIZATION**

Procurement services for all District departments are centralized in Purchasing. The department consists of the Purchasing and Facilities Manager and Sr. Procurement & Contracting Analyst.

### **SALES CALLS AND CONTACTS**

Purchasing accepts sales calls by ap-

pointment only. Please contact the Department by emailing [purchasing@otay-water.gov](mailto:purchasing@otay-water.gov).

### **SUPPLIER REGISTRATION**

Otay Water District has partnered with BidSync to post, distribute, and receive electronic responses to District solicitations. Please register for free at BidSync to obtain information on current and past solicitations. For assistance, contact BidSync vendor support at 800-990-9339 option 1, option 1 or by email at [support@bidsync.com](mailto:support@bidsync.com). More information is available on the District's website: <http://otaywater.gov/vendor-registration-bidsync/>

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### **PUBLIC WORKS**

#### **SPECIFICATIONS**

Written specifications are used in the bidding process to describe the required level of quality, quantity, delivery point, and scope of work. In addition to the specifications, certain terms and conditions governing purchases are also outlined in bid documents. The District adheres to its terms and conditions and expects its suppliers to also conform. **PLEASE READ ALL TERMS AND CONDITIONS CAREFULLY.**

Sometimes a supplier may expend considerable time and expense presenting a product to an individual District department or employee in the quest of making a sale. Please remember, the purchase will be made through a competitive process. Any monies and time spent in the design and/or demonstration of a good or service does not guarantee an order.

Specifications prepared by District departments are reviewed by Purchasing to eliminate undue restrictions and other limitations which unnecessarily restrict competition. If a purchase is made, it will be made from the lowest responsible bidder meeting the objective specifications. The help you offer a District employee or departments in developing purchase specifications and requirements cannot be considered when a purchase is made. If you are called upon to provide chargeable pre-purchase services, you must contact Purchasing and request a Purchase Order (PO) Number for these services. You must also ask the department or employee you assisted to list you as a "suggested supplier" on their purchase requisition.

### **BID RESULTS**

Sealed bid openings are open to the public and suppliers are encouraged to attend. Bid awards are a matter of public record. Abstracts of bids with prices and awards are available by contacting Purchasing. To eliminate the possibility of an error, sealed bid results are NOT given out over the telephone.

Negotiated procurements based upon formal written proposals are confidential and are only made public upon full execution of a signed contract. With the exception of manufacturing processes clearly identified as proprietary, all information contained in proposals shall become a matter of public record, and be made available upon request.

### **BASIS FOR AWARD**

It is the District's desire to develop maximum competition for all purchases and to make awards based on the lowest responsible and responsive bid received. "Lowest responsible bidder" means the lowest

bidder whose offer best responds in quality, fitness, and capacity to the requirement of the proposed work or usage.

Such factors as delivery time, quality, compatibility, references, experience, parts and services, freight costs, etc., play an important part in awarding a PO or contact to the "lowest responsible bidder".

A "responsive" bid is one which is in substantial conformance with the requirements conditions. This would also include such things as completeness of the forms, inclusion of references, attachments, etc. In the event a supplier offers alternate items to what are specified, it is important that adequate information accompanies the bid so that a fair evaluation can be made of the alternate.

The District will be the final judge as to the acceptability of alternate item(s).

### **CHANGE ORDERS**

The executed PO or contract is the District's contractual document with the supplier. Therefore, any change to the PO contract must be in writing and authorized by Purchasing. District personnel may NOT make verbal changes to the PO or contract.

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