

DOING BUSINESS WITH THE CITY OF LAWRENCE...

The City of Lawrence has centralized purchasing to provide resources to departments for their procurement needs. Purchasing promotes the pursuit of excellence and the best interests of the City while maintaining the highest possible integrity, broad based competition, fair and equal treatment of the business community, and increased economies and efficiencies by applying the best practices. To ensure responsible stewardship of our City's resources, procurement of goods and services will be made on overall best value or lowest cost, whichever is in the best interest of the City.

Vendor Registration Vendor Self-Service www.lawrenceks.org/VSS provides vendors with cloud-based access to information stored in the City's Tyler Enterprise ERP solution. The information includes payments, purchasing, contracts, and bids. You can enter and maintain your contact and remittance information, discount and payment terms, required documentation, and the commodity codes that represent the goods and services you can provide.

Bid opportunities are posted at www.lawrenceks.org/ebid Vendors can sign up to RSS notices of solicitations and participate in electronic bidding. All bid documents can be downloaded from the portal.

Bid Requirements

Informal Solicitations Purchases between \$5,000.01 and \$50,000.00 require a minimum of three (3) quotes unless this requirement is waived by the City Manager. Competitive bids from vendors must be received by email, mail, courier, or fax in order to be considered.

Formal Solicitations Purchases over \$50,000.00 require a formal solicitation process which is conducted via the online procurement portal. Bid openings will be open to the public and conducted either at City Hall or online meeting with date, time and login details included in the bid document.

Kansas Act Against Discrimination Contractors must observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The contractor shall in all solicitations or advertisements for employees include the phrase, "equal opportunity employer." The contractor agrees that if the contractor fails to comply with the way the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated, or suspended, in whole or in part, by the City.

Local Preference City of Lawrence has a local preference policy. On goods and services purchases equal to or greater than \$50,000.01 there is a 1% preference for local businesses. This preference does not apply to federal fund purchases or cooperative purchases.

Sustainability In support of the city's commitment to environmental sustainability, a deep respect for our place in relationship with the planet and environment, the City shall consider both the lifecycle impacts of the goods and services that are purchased, as well as the sustainability practices of its suppliers.

Sales Taxes As a municipality, the City of Lawrence is exempt from sales taxes Kansas per state statute K.S.A. [79-3606](#). The Kansas tax exempt number or certificate for the City of Lawrence may be furnished upon request.

Insurance Requirements Vendors performing work for the City must provide a Certificate of Insurance (COI) that indicates the City of Lawrence as an additional insured.

Payment In accordance with K.S.A. [12-105a](#) and [105b](#), the Governing Body must authorize payment of obligations for purchases, with few exceptions. It is the Policy of the City to adhere to this State Law and any amendments that may occur. All purchases must comply with the Kansas Cash Basis Law ([K.S.A. 10-1101 et seq.](#)). ***The City's preferred payment methods are procurement card "P-card" for purchases under \$5,000.00 and ACH those \$5,000.0 and up.***

Cooperative Purchasing The City is eligible to receive contract pricing from State of Kansas Division of Purchases contracts that are open to other political subdivisions. Pricing on Cooperative Purchasing and Disaster Purchasing goods and services listed on the Federal government GSA Advantage portal is also available to the City. ***Vendors must provide the lowest available contract price.*** Additionally, The City is a member of the following purchasing cooperatives and consortiums and qualifies for contract pricing.

