



## City Procurement Office

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City of Tempe – P.O. Box 5002, 20 E. Sixth Street (2<sup>nd</sup> Floor) – Tempe, AZ 85280

### **Welcome**

The City Procurement Office believes in fair and open competition in all bidding and contracting activities and encourages maximum participation by Disadvantaged Business Enterprises, Minority Business Enterprise and Woman-Owned Business Enterprise. The City Procurement Office is open Monday through Friday from 8:00 a.m. until 5:00 p.m., except for holidays. Visits to the City Procurement Office by sales representatives are welcomed and encouraged.

### **Business Outreach Program**

The City of Tempe has made it a key business goal to ensure that historically under utilized businesses are given every opportunity to participate in and benefit from the City's procurement program. Although a goal-based small/minority business program does not currently exist, the City does want to make every effort to involve this specific business group into the day to day procurement opportunities that become available.

The City has elected to define this business group as "historically under utilized businesses" or HUB suppliers. This group is made up of small business, woman-owned, and minority-owned companies, partnerships, and sole proprietorships.

One way to seek out this valued group of suppliers is to ensure that our Contract Officers and end-users throughout the City have access to a verifiable database from which these firms can be solicited for business opportunities. To that end, two web sites have been linked to this page that can be used by City personnel to establish bid lists for the requirements needed. These lists are maintained by third party agencies who certify the firms that are listed. Either of the links will allow an end-user to enter a general description such as "painting, custodial, landscaping, legal services, etc." and quickly receive a sorted list of representative firms who may be contacted for price quotes.

The Procurement Department actively supports and participates in supplier trade shows conducted across the Valley to further expand opportunities to this supplier group.

Please feel free to contact Michal Greene, Central Services Administrator, if you would like to discuss this program in more detail. ([Michael\\_greene@tempe.gov](mailto:Michael_greene@tempe.gov) or 480-350-8516)

The following links provide excellent sources for recruiting HUB suppliers:

<http://www.azdot.gov/azdbe>

<http://az.gov/webapp/azstepsup>

## **Bidder Registration**

Bidder Registration Packets may be obtained from the City Procurement Office web page at <http://www.tempe.gov/purchasing> and at the front counter of the City Procurement Office (20 E. Sixth Street, Second Floor, Tempe, Arizona 85281). Bidder Registration Packet requests are not taken over the telephone. If requesting a Bidder Registration Packet to be mailed, it is necessary to send a written request to the City Procurement Office (Attention: Receptionist), 20 E. Sixth Street, Second Floor, Tempe, Arizona, 85281) and enclose a return addressed 9 x 12 envelope that has been pre-stamped. Use return postage to cover the cost of a 6 oz. document.

## **Non-Discrimination & Affirmative Action**

Suppliers of products and services to the City of Tempe shall operate as an equal opportunity employer and shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, national origin, or because he or she has a physical or mental disability or because he or she is a disabled veteran or veteran of the Vietnam era, including, without limitation, with respect to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. Suppliers shall conform to all City of Tempe ordinances, state and federal laws, executive orders, rules and regulations relating to non-discrimination and affirmative action.

Further, the City Procurement Office is committed to fair and equal procurement opportunities for all firms wishing to do business with the City and encourages the participation of small and disadvantaged businesses in all bidding and contracting activities conducted by the City.

## **Respected Procurement Professionals**

The City Procurement Office at Tempe is a frequent recipient of the National Purchasing Institute's "Achievement of Excellence in Procurement Award" and is commonly cited in professional publications for its "best practices" in public procurement. The Tempe Procurement Office is also a member of the Grand Canyon Minority Supplier Development Council.