City of Winchester

Purchasing Officer Established 1793

MEMORANDUM

TO: Vendors

FROM: City of Winchester

SUBJECT: Centralized Purchasing

Under the City of Winchester's centralized purchasing procedure, the City's Purchasing Officer approves and either purchases or assists with all buying for the City. It is his/her duty to help supply all departments with needed materials, equipment, and services – in the right quantity, the best quality, and at the best price. Standardization, competitive bids, and specifications are utilized wherever practicable.

It will be appreciated if you make the Purchasing Office, City Hall, your first point of contact. The Purchasing Officer will arrange department contacts if more appropriate. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, closed weekends and legal holidays, telephone (859) 744-7017, appointments are preferred.

The Purchasing Officer maintains a listing of vendors and bidders classified according to materials, equipment, and services. You may be placed on these lists upon written application. Catalogs and price lists are most helpful.

Responses to inquiries about products and pricing within 48 hours will be appreciated. Please be sure to identify yourself, your product, the price, delivery and terms.

Written quotations in response to a Request for Quotation must be submitted by mail, fax, or in person to the Purchasing Officer. Observe the required submission date and identify yourself, your product, the price, and delivery and terms. Quotations must be firm for 30 days.

Sealed bids must be submitted in accordance with the terms of the Invitation for Bids. Failure to do so may disqualify your bid. You are invited to attend bid openings, and to inspect the bids received. Bid tabulations will be mailed to all bidders.

When samples are requested, they are held until an award of purchase is made. Samples for trial use will usually be at no cost to the City. Samples should be clearly marked.

P.O. Box 40 Winchester, Kentucky 40392-0040 Phone 859-744-7017 Fax 859-744-6240 TDD 859-744-3430

City employees are prohibited from soliciting or accepting anything of value from any vendor. The employee could be dismissed, and you could be barred from further business with us.

The City of Winchester is exempt from Federal Excise and State sales taxes. Exemption certificates will be executed by the City upon request from valid vendors.

All charge purchases must be supported by an authorized purchase order number. The purchase order number must be referenced on all invoices and correspondence. Counter tickets must be signed by an authorized City employee.

Invoices shall be submitted in duplicate for each shipment made under an authorized purchase order. All invoices shall be mailed or faxed to the Purchasing Officer, P. O. Box 40, Winchester, Kentucky 40392.