

Quotes on DemandStar

***PRESENTED BY:
OFFICE OF MANAGEMENT AND BUDGET***

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Quote Information

- **Quotes can be up to \$24,999.99**
- **Quotes are not to be used in place of Term Contracts (contracts with fixed prices for a group of items for a length of time- i.e. office supplies or equipment)**
- **Contracts are available on the City website**
- **Verify Quote information: is there already a contract established that you can participate in?**
- **Fields that must be updated:**
 - Name**
 - Telephone & Fax #**

Do's and Don'ts of DemandStar Quotes

What CAN be done with Quotes:

- ❖ Update telephone & fax #'s (very important that calls and faxes go to the correct individuals)
- ❖ Upload documents
- ❖ Award by Line Items
- ❖ **Can** cancel quote & re-do it but you **cannot** use the same #

Do's and Don'ts of DemandStar Quotes

What CAN be done with Quotes... cont'd:

- ❖ Reject all quotes if over budget
- ❖ Request samples of products before award:
(i.e. Painting- you may ask vendor to provide a sample to see how it holds up for a couple weeks before you award)

Do's and Don'ts of DemandStar Quotes

What **CANNOT** be done with Quotes:

- ❖ **Cannot** add supplemental vendors after quote is logged. (However you may email them the information with due date and time clearly stated)
- ❖ **Cannot** include brand names in quotes

Do's and Don'ts of DemandStar Quotes

What **CANNOT** be done with Quotes... cont'd:

❖ **Cannot** pay for extras from the Contractor; can only pay for what is stated in the quote.

❖ If you get one response on a quote that does not meet the department's requirements, you **cannot** call another vendor, you have to cancel and re-do that quote. (Check the quote specs to see if you are limiting competition or confusing vendors)

Do's and Don'ts of DemandStar Quotes

What **CANNOT** be done with Quotes... cont'd:

- ❖ Quotes **cannot** stay “closed” indefinitely. They must be either “awarded” or “cancelled”.
- ❖ You **cannot** have site visits or pre-bid conferences for quotes; request OMB to issue an E-Bid instead.

Frequently Asked Questions

Q: Fence Quotes- should this quote be on DemandStar?

Frequently Asked Questions

A: No- we have 3 approved vendors on contract with the City. You need to request a quote from all 3 to be fair and competitive, specifying the time frame for response.

Frequently Asked Questions

Q: Can we use an awarded quote from another department?

Frequently Asked Questions

A: Yes and No:

- Yes- if specs are identical and quote specifies that prices will be honored by the Vendor in the requested time frame.
- No- if the original quote was for 1 item and you are requesting a large number of the item. You may benefit from economies of scale if you do another quote- (larger quantities/better prices).

Frequently Asked Questions

Q: Whose responsibility is it to get insurance and other required documents from the Vendor?



Frequently Asked Questions

A: The Department is responsible; not OMB.



Frequently Asked Questions

Q: What is QPL and where can we find it?

Frequently Asked Questions

A: The “Qualified Products List” identifies the products that have been approved for use by the City.

The QPL is in the Procurement Manual on the City’s Website.

EMERGENCIES!

Every emergency situation will be handled on an individual basis.
As defined in the Procurement Manual an “Emergency” is:

- Emergency Purchases: An “Emergency” is defined as a situation brought about by a sudden unexpected turn of events (i.e. Act of God, riots, fires, floods, accidents, or any circumstance or cause beyond the control of the City in the normal conduct of its business.) An emergency purchase is made to alleviate a situation where there is a threat to health, welfare, injury, or loss to the City, that can only be rectified by immediate purchase of equipment, supplies, materials, or services.

A Department Head often makes true “emergency” purchases on weekends, holidays, or after hours. *The City Manager, or his designee the Office of Management and Budget, may authorize purchases in excess of \$25,000.00 but not more than \$50,000.00 when the City Manager, or his designee OMB, has determined circumstances require immediate requisition of goods or services. The City Manager shall then justify said requisitions to the City Council and request Council ratification. Orders for under \$25,000.00 may be approved and ratified by the Purchasing Agent-Director of OMB.*

An “emergency purchase” must fit the circumstances noted above. Poor planning and inadequate management are not “emergencies” and cannot be treated as such. Purchases of this nature may be expedited, but still do not justify “emergency” status.

EMERGENCIES!

- Q: If you need paint and you wait until the last minute to prepare a quote- Is that considered an emergency?
- A: No- refer to the emergency definition

- Q: What is the minimum/maximum time to leave a quote open?
- A: Minimum- no minimum
Maximum- no maximum

Quotes on DemandStar

- Quotes are designed to make purchasing miscellaneous items easy and fair to our vendors.
- We try to get a fair price while keeping in mind that we are held accountable to provide the “best value” for the citizens of our community.