



DOING BUSINESS WITH THE CITY OF CLARKSVILLE

KEY CONTACTS

- Camille Thomas - Purchasing Director
- Katina Spainhoward – Senior Purchasing Specialist

- Main Office Number – 931-553-2477
- Fax Number – 931-553-2409

VENDOR APPLICATION

- Accessible online on the Purchasing page of the city's website at www.cityofclarksville.com.
- May also pick up a copy at the city Purchasing Department located at One Public Square, Suite 301.
- Fill out all required information and return to the Purchasing Department.
- Very important that you specify the commodity/service codes for the goods or services that your organization provides.
- Application also includes a W9 "Request for Taxpayer Identification Number." This must be filled out in order to be paid.

REQUIREMENTS OF VENDORS

- Before the city will award a bid or proposal to your organization, we must have a vendor application on file.
- Vendors **may** be required to have a business license. Contact the Business Tax Office at 931-645-7435 for more information.
- Vendors must be current on all monies owed to the city.

PURCHASING POLICY

Purchases of \$10,000.00 or more:

- Shall be formally bid or sealed proposals (RFPs) will be solicited prior to purchase (exemptions apply)
- Bids are awarded to the lowest and best bidder
- All bids/proposals must be returned via sealed envelope
- Bids are opened and read aloud
- Bids/Proposals received after the stated opening date/time shall be rejected
- Proposals are evaluated using criteria set forth in the proposal documents. Price is not the only factor in awarded a proposal.
- Proposal prices are not read at the opening

Purchases of \$5,000.00 to \$9,999.99:

- Requires solicitation of three or more written quotes (when possible) all the department level, to be verified by the Purchasing Director prior to purchase
- The purchase order is issued by the Purchasing Department
- Awarded to the lowest and best quotation
- Quotes may be submitted via letter, fax or email
- Quotes must be signed by a person authorized to bind your company into a contract

Purchases of \$1,000.00 to \$4,999.99:

- Requires solicitation of three or more written quotes (when possible) prior to purchase at the department level
- The purchase order is issued by the using department prior to purchase
- Awarded to the lowest and best quotation

Purchases under \$1,000.00:

- Quotations are encouraged, but not required
- The purchase order is issued by the using department
- Purchases under \$1,000.00 may be made using either a purchase order or by use of the city purchasing card program

PURCHASING CARD PROGRAM

- Used to expedite the purchasing and payment of approved low dollar (less than \$1,000.00) tax-exempt purchases
- Replaces local vendor cards and store accounts
- Replaces and virtually eliminates the need for petty cash
- Enables more small businesses to participate in the city of Clarksville's needs.

EXCEPTIONS TO THE BID PROCESS (TO NAME A FEW)

- Sole source purchases
- Emergency purchases
- Professional services such as architects, engineers, attorneys, surveyors, etc.
- Purchases off of the state contract or GSA contract
- Purchases from a cooperative contract

WHERE TO FIND BID/PROPOSAL OPPORTUNITIES

- Will be mailed or emailed to known vendors
- On the Purchasing page of the city's website (www.cityofclarksville.com)
- On the bulletin board outside the Purchasing Department
- Some bids/proposals are advertised in the Leaf Chronicle

QUESTIONS

