

DOING BUSINESS WITH CITY OF SANTA FE

No application form. Letter submittal required indicating the particular categories of tangible property, construction, or services they can provide, as well as other information or catalogues they can provide

PURCHASING MANUAL

BIDDERS LIST AND VENDORS CATALOGUE FILE

The Purchasing Division shall maintain a vendors catalogue file and a bidders list. The bidders list is filed in alphabetical order according to commodities offered by a vendor. Vendors shall notify the Purchasing Division of their interest in doing business with the City by submitting a cover letter indicating the particular categories of tangible property, construction, or services they can provide, as well as other information or catalogues they can provide.

The bidders list shall be referred to for each bid or proposal to be issued, generally for expenditures over \$30,000. From time to time, the list may be purged of vendors that have not done business with the City for the previous 5 years.

For purchases under \$30,000 the bidders list may be referenced to obtain further information or to obtain quotes.

All City departments are urged to use this information.

BIDDERS LIST. A current file maintained by the Purchasing Division of vendors who have indicated a desire to supply goods, services or materials for City use which is kept by category of material or services.

Vendor Manual. The Purchasing Director shall issue a publication on how to do business with the City and how to be put on the bidders list in addition to any other reasonable action to ensure small businesses are invited to bid.

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COUNTY OF SANTA FE VENDOR APPLICATION