A photograph of the Savannah City Hall, featuring a prominent golden dome and a clock face. The building is surrounded by palm trees, and the sky is clear blue. A dark, semi-transparent banner is overlaid on the lower portion of the image.

City of Savannah Purchasing Policies and Procedures

Mission Statement

Our mission is to maintain a procurement system of the highest integrity which maximizes the value of tax dollars spent by the City.

Values and Guiding Principles of Public Procurement

- Accountability
- Ethics
- Impartiality
- Professionalism
- Transparency
- Service

City of Savannah Purchasing Glimpse 2022

Requisitions 23,711



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graph TD; A[Requisitions 23,711] --> B[Purchase Orders 20,984]; B --> C[Commodities Purchased 1,005]; C --> D[Active Annual Contracts 177];
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Purchase Orders 20,984

Commodities Purchased 1,005

Active Annual Contracts 177

City of Savannah Central Warehouse 2022

Physical Inventory \$581,639.66



77,856 units in stock (553 unique items)



98.7% Accuracy in 2022



Overview

- Legal Requirements
 - Procurement Law
- Purchasing
 - Purchasing Processes and Procedures
 - Supplier Registration
- Plans for 2023
- Savannah First Update

Regulatory Requirements and Best Practices

Procurement Law

- Uniform Commercial Code (UCC)
- Sherman Anti-Trust Act, Clayton Anti-Trust Act
- Davis Bacon Act
- Federal Trade Commission Act
- Federal Acquisition Regulation (FAR)
- State and Local laws (Ordinances)
- Best Practices

Purchasing Thresholds/Approvals

\$50,000.01 and Up

- City Council
- Sec. 2-4053

\$0.00 - \$50,000 – City Manager

- 25,000.01 – 50,000.00 - City Manager
 - Sec. 2-4063
- \$5,000.01 - \$25,000 -Purchasing Director
- \$5,000.00 and under -Department Director

** All Purchases from 5,000.01 to 50,000.00 are sent to Council on a Small Purchase Report and are made public on the Supplier Portal

Acquisition Methods

| | |
|---|--|
| Informal Quotations <ul style="list-style-type: none">• Request for Quotes via email• Telephone Quotes | Under \$25,000 |
| Competitive Sealed Bids | Over \$25,000 (Code Section 2-4061) |
| Competitive Sealed Proposals <ul style="list-style-type: none">• Request for Proposal (RFP)• Request for Qualifications (RFQ) | Over \$25,000 (Code Section 2-4062) |
| Emergency Purchases | Any Dollar Amount (Code Section 2-4065) |
| Sole Source Procurement | Any Dollar Amount (Code Section 2-4064) |
| Cooperative Purchasing | Any Dollar Amount (Code Section 2-4152) |
| Other Governmental Agencies Contracts | Any Dollar Amount (Code Section 2-4154) |

Formal Competitive Process

| | Competitive Sealed Bidding Section 2-4061 | Competitive Sealed Proposal Section 2-4062 |
|-----------------------|---|---|
| Public Notice | 15 days minimum; 30 days for construction over \$100,000 | 15 days minimum |
| Award Based On | Lowest responsible and responsive bidder (General Rule: Price) | Contract award to respondent whose proposal is determined most advantageous (General Rule: Consider Factors and Price) |
| When to use | Well defined specifications, quantities, or service | For technical or complex purchases, need to evaluate other than price, looking for solutions or qualifications |

Bid Process for Construction

- Requirements
 - Public notice 30 days
 - Bond required
 - Davis Bacon Wages
 - DBE
- Local Preference is not Permitted on Construction, or Projects with State or Federal Funding.



Specifications Types

| | |
|-------------------------------|---|
| Design | Physical characteristics |
| Performance | Operating minimums, specific task or desired results |
| Brand Name | Manufacturer's name, model, part number, or other designation |
| Qualified Product List | Multiple brands with acceptable specifications |
| Commercial Standards | Items or products standardized across the industry |
| Engineering Drawings | Blueprints or drawings |

Elements of a Good Specification

Identifies minimum requirements

Allows for maximum competition

Obtains the best value at lowest cost

Fair and equitable bid and award process

Other Acquisition Processes

| | | |
|--|--|--|
| Emergency Purchases | Any Dollar Amount (Code Section 2-4065) | Is a threat to public health, welfare, safety, or property. Shall be made with such competition as is practicable under the circumstances. |
| Sole Source Procurement | Any Dollar Amount (Code Section 2-4064) | Is without competition when the purchasing agent determines in writing, after conducting a good-faith review of available sources, that there is only one source for the required supply, service or construction item. |
| Cooperative Purchasing | Any Dollar Amount (Code Section 2-4152) | "Cooperative purchasing" means procurement conducted by or on behalf of more than one public purchasing unit. |
| Other Governmental Agencies Contracts | Any Dollar Amount (Code Section 2-4154) | Purchase of goods or services by accessing a bid or contract awarded by any federal, state, county or municipal government or any other government entity in lieu of the city's competitive bidding procedures set forth in this chapter; provided, however, that the bid or contract for goods or services procured by another governmental entity was competitively solicited. |

Benefits of Cooperative and other Governmental Contracts

- Approved Competitive Process
- Saves Time
- DBE
- Local

Supplier Registration

- ALL firms interested in doing business with the City of Savannah must be registered through the Supplier Portal at SavannahGA.Gov/Purchasing
- Hybrid Workshops held monthly at the Entrepreneurial Center and through Zoom and in person

Advantages to Supplier Portal



Automates and expedites procurement process.



Allows suppliers to register electronically.



Supports multiple Commodity Codes per supplier and contact information.



Provides web access to review, read, and respond to bid opportunities.



Offers an online question and answer service.



Supports electronic attachments.

Upcoming Events and Plans for 2023

All formal Solicitations will be received electronically

Reverse Tradeshows

Monthly Doing Business with City Classes

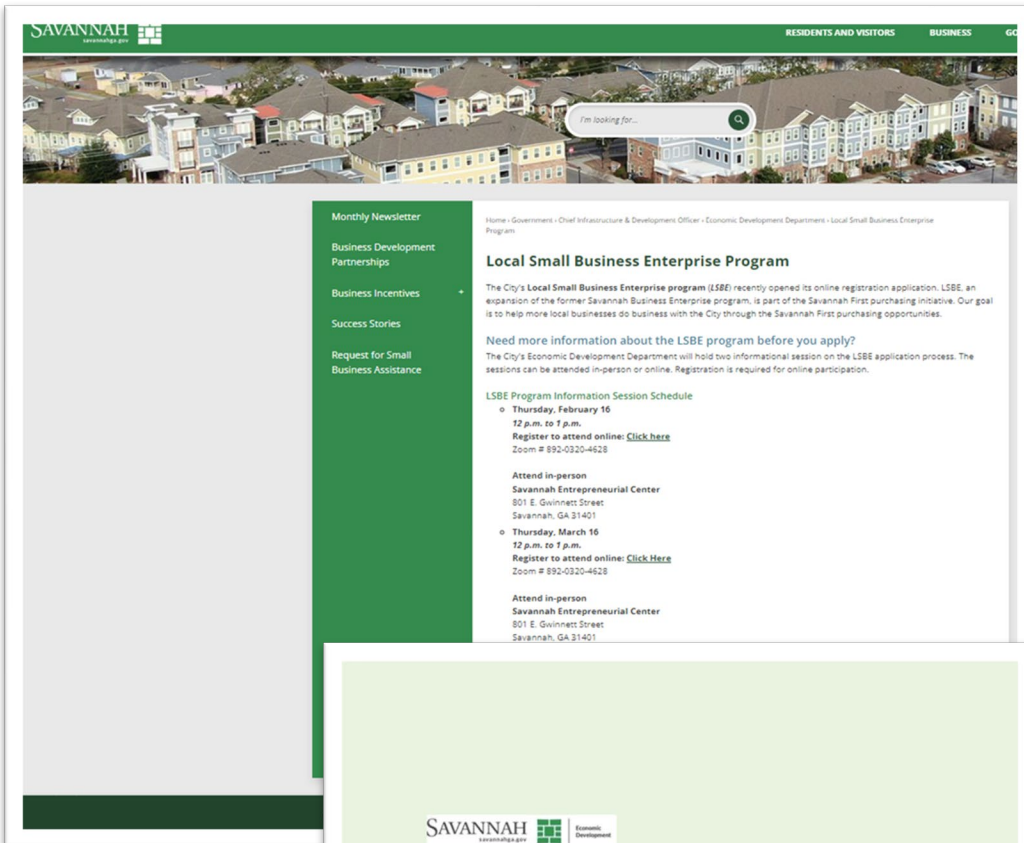
Purchasing 101 for Internal Customers


Web Address:

www.savannahga.gov/lsbeapplication

LOCAL SMALL BUSINESS ENTERPRISE (LSBE) PROGRAM (Open to Savannah Based Small Businesses)

Online applications
are LIVE.





Economic Development

Local Small Business Enterprise (LSBE) Program Application

This application is for Savannah based small businesses to register to participate in the **Local Small Business Enterprise (LSBE) Program**. The LSBE registration supports the **City of Savannah's Savannah First Initiative** by facilitating a registry of Savannah-based small businesses who are eligible to respond to Savannah First procurement opportunities.

Applicants must have: (1) a physical operating presence evidenced by a **City of Savannah Business Tax Certificate** for not less than 1 year prior to application; (2) Have **Gross Receipts** (total of three year average) that does not exceed the identified revenue thresholds detailed below; (3) the **Owner's Personal Net Worth** (PNW) should not exceed \$1.32 million.

A business that operates as a broker is not eligible for LSBE Program participation.

DIRECTIONS: Complete the application by responding to all questions completely. Be sure to sign the application by typing your full name in the "Attest" block, and clicking SUBMIT.

GENERAL BUSINESS INFORMATION

Name of Business *
Please list the complete name of your business here as it legally is registered. If your firm operates by under a "d/b/a" please include that name here as well.

Name of Business Owner or Point of Contact *
Please list the owner's name or point of contact.

Business Owner's Email Address: *

Business Website: *
Please list the website address of the business. If there is not one, please indicate, "N/A".

Business Physical Street Address *
Please do not list a PO Box. A physical address is required in this space.

Business's Mailing Address *

City/State/Zip *

Business Phone Number: *

Alternate Phone Number:

LOCAL SMALL BUSINESS REGISTRATION INFORMATION

The information shared in this section will help us understand your business and its compliance with the program guidelines. Please respond completely to the following questions:



SAVANNAH FIRST LSBE Update

✓ Business community outreach and education about program changes: Q4 2022

✓ Implement Online Application: Q4 2022

✓ Grandfather SBEs and LDBEs. Onboard other local businesses: Q4 2022 and ongoing

Publish LSBE Directory: ~~January~~ February 2023

✓ Launch Savannah First and SBO Program enhancements: January 2023