

How to Do Business With the City

We are pleased to extend a warm welcome to all new vendors calling on the city. We want to wish you an enjoyable and profitable visit and hope that we can establish a lasting friendship between your firm and the City of Newport News. This publication is intended to help you understand our organization, our objectives, procedures, and policies. Our Purchasing staff, and those of other city departments, can assist you even further as you become more acclimated.

Office of Purchasing

The Purchasing Agent is responsible for all procurement management for the city, as well as several other governmental agencies.

Purchasing Objectives

Through the purchasing process, we strive to procure the required supplies, equipment, and services at the best possible prices, of the correct quality, and at the proper time.

Vendor Information

We are always ready to help you do business with the city, but you will need to call on us to determine our needs and how you might help us. The Office of Purchasing acts as the liaison between vendors and the various city offices. Contact the Office of Purchasing first. We will make arrangements for you to meet with others, as required.

Bidder's List

We maintain a bidder's list for supplies, goods, equipment, and services. To place your firm on this list, you will need to complete Vendor Registration.

The Office of Purchasing posts notices of Invitations for Bids (IFB) and Requests for Proposals (RFP) on a bid board located in the Office of Purchasing as well as this website. Notices are also included in the state-wide eVA website, on Newport News City Channel 48, and may be advertised in local newspapers.

The Purchasing Agent may require you to submit a surety with your bid in the form of a certified or cashier's check or bid bond. This information will be contained in the documentation.

Bid Openings

IFBs are opened and read publicly in the Office of Purchasing offices. The time, date, and location are shown on the cover of the bid document. Bid results are tabulated for public review.

RFPs are not opened publicly and are not public information until evaluations, negotiations, and awards are made.

Informal quotes may be sought by telephone, fax, email, or other written request. Once an award is made, vendors are encouraged to review other quotes received. Wise salespersons follow-up. City departments may make purchases valued at less than \$2,500 using a P-Card (Charge Card), without going through the Office of Purchasing. Higher amounts must be handled by the Office of Purchasing.

An attempt is made to contact a minority- or female-owned firm on every informal solicitation. On formal bids, firms listed on the bid list as having the commodity or service may be sent notices.

Purchasing Policies

- To conduct all purchasing in accordance with the applicable laws and policies.
- To promote the reputation of the City of Newport News for fair dealings, integrity, straightforwardness, and progressiveness.
- To advance our common goals by avoiding any semblance of favoritism, patronage, and personal preferences in the selection of our suppliers.
- To provide an equal competitive opportunity to all suppliers by promoting competitive bidding and by providing all interested suppliers with an opportunity to offer their products or services, and by assuring each supplier or prospective supplier a full, fair, and open hearing.
- To establish and maintain courteous, cordial, friendly, and businesslike relationships with our suppliers based on the principles of mutual trust, confidence, assistance, and cooperation.
- It is the policy of the City of Newport News not to discriminate on the basis of race, sex, age, ethnicity, religion, or handicap in employment or in the provisions of services. The city affirms its commitment to providing equal opportunity to minorities in employment, procurement, and economic development.