

AUTHORIZATION TO PROCEED

Contracts are not binding until City Council approval is received and the contract is signed by the Chief Procurement Officer.

A purchase order will be issued as written verification of a contract between a supplier and the City for all procurements of goods and / or services.

GIFTS AND GRATUITIES

A public servant shall not accept gifts, gratuities, honoraria, or other things of value from any person or company doing business or seeking to do business with the City, is seeking official action from the City, has interests that could be substantially affected by the performance of the Public Servant's official duties or is registered as a lobbyist under applicable law, as written per Sec.2-106.4. of the City Charter.

SUPPLIER LIST

The Purchasing Department has a website that provides access to information on how to apply to become a City of Detroit supplier.

Visit us at

www.detroitmi.gov/purchasing



FINANCE DEPARTMENT

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City of Detroit

Dave Bing, Mayor • Detroit City Council

CITY OF DETROIT

PURCHASING AT-A-GLANCE



ABOUT PURCHASING

VISION STATEMENT

To deliver, in a timely manner, the best value for all products or services to the City of Detroit, while maintaining public trust.

MISSION STATEMENT

To establish a world class procurement organization that has integrity, demonstrated by transparency and accountability.

PROCUREMENT METHODS

vary based on the type of goods or services to be procured:

Standard Purchase Order (SPO): Used to procure specific delineated goods and/or services, on a one time only basis. If the specified goods and/or services are required more than four times per year, the preferred procurement method is a Blanket or Contract Purchase Order.

Blanket Purchase Order (BPO): Used to procure goods or services for which repetitive purchases may be made for a specified period of time.

Contract Purchase Order (CPO): Used to procure multiple goods and/or services (e.g. catalog items) with a discounted pricing format.

Book Contract: Used to establish construction, demolition, paving and other project contracts that require the preparation of voluminous drawings and specifications.

Professional Service Contract: Used to procure technical or specialized services whereby suppliers are required to be licensed, certified or have specialized knowledge and/or skills not present in the Public-At-Large.

Service Contract: Used to procure services whereby suppliers are qualified based on meeting the goods or services specifications, capability, capacity and/or best price.

PROCUREMENT PROCESS

Procurements exceeding \$2,000.00 are the primary responsibilities of the Purchasing Department and are processed according to the established purchasing procedures which may require the following:

- Advertisement
- Competitively bid
- Bid evaluation
- Presentation for Approval to City Council
- Award Recommendation
- Issuance of Contract

Access to bids will be posted on our website at: www.detroitmi.gov/purchasing.

CONTRACT PROCESS FOR CITY COUNCIL

The City Ordinance requires that all purchases exceeding \$25,000 must be approved by City Council.

Contract Required Documents: Specific documents required by ordinance are required to be submitted to City Council for an approval of a contract:

- Slavery Ordinance & Affidavit
- Income Tax Clearance
- Revenue Collections Clearance
- Human Rights Covenant of Equal Opportunity
- Hiring Policy Compliance Affidavit

As Required

- Performance Bond
- Bid Bond
- Insurance
- Prevailing Wage Affidavit

CO-OPERATIVE PURCHASES

The City of Detroit Purchasing Department will consider pricing through Co-Operative Purchasing Agreements (Ordinance Sec 18-5-15) which are Agreements that have been formed by other governmental units offering their best price.

INSURANCE REQUIREMENTS

Suppliers performing work on City property must comply with City standard requirements for insurance and shall maintain insurance during the term of the contract for all of its employees performing any service. Most commonly required insurances range from:

- Workers Compensation
- Commercial General Liability
- Automobile Liability
- Excess Liability

The amount and type of insurance may vary depending upon the project.

UNAUTHORIZED PURCHASES

No purchases should be made without an authorized purchase order issued by the City's Purchasing Department.

Such purchases are void and not considered an obligation by the City. The City is not responsible for any unauthorized purchase, or any purchase that does not comply with the City's purchasing policies and procedures.