



# DOING BUSINESS WITH THE CITY



Located 37 miles from Denver and 16 miles from Boulder, Longmont lies within Boulder County. The City covers 22 square miles and boasts over 1,500 acres of parks.

In 2006, 2008, and 2014 Longmont was named one of the top 100 places to live in the United States by Money Magazine. In 2006 and 2018 Longmont was awarded the National Civic League's All-American City designation.

The City's central Purchasing & Contracts Division is responsible for maximizing the purchasing value of public funds in the procurement of goods and services. It is responsible for fostering public confidence in the governmental efficiency, integrity, and accountability of the public procurement process.

Purchasing & Contracts staff are members of the National Institute of Governmental Purchasing ([www.nigp.org](http://www.nigp.org)) and Rocky Mountain Governmental Purchasing Association ([www.rmgpa.org](http://www.rmgpa.org).)

## CONTACT US

### Address

City of Longmont  
Purchasing & Contracts  
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Longmont, CO 80501

### Phone

303-651-8349

### Email

[purchasing@longmontcolorado.gov](mailto:purchasing@longmontcolorado.gov)

### Website

[longmontcolorado.gov/purchasing](http://longmontcolorado.gov/purchasing)

In order to better serve you, please schedule appointments with the Purchasing staff in advance. Walk-ins are often not accommodated.

Appointments help ensure adequate time so that supplier materials and discussions will be given better attention.

## HOW WE BUY

Procurement is governed by the Longmont Municipal Code, Title 4, Chapter 4.12. You can view the Code at:  
[https://library.municode.com/co/longmont/codes/code\\_of\\_ordinances](https://library.municode.com/co/longmont/codes/code_of_ordinances)

Purchases up to \$10,000 can be awarded directly by each City Department with a purchasing card (VISA) or purchase order.

Purchases between \$10,000 and \$250,000 must be authorized through the Purchasing & Contracts Division. Generally, at least three quotes must be obtained for these purchases.

Purchases over \$250,000 require the City seek competition using an Invitation for Bids or Request for Proposals.

Invitations for Bids are publicly opened at the date, time, and location specified in the solicitation document. There are no public openings for Requests for Proposals but information is made available to the public after contract execution.

Construction awards over \$250,000 require a contract. The contractor must furnish insurance, bonds, and other documents as required per project.

## LOCAL & SMALL BUSINESS PREFERENCE

The City of Longmont's Purchasing Code allows a preference for doing business with local businesses, and with small, local businesses.

Local businesses that meets the following criteria are provided a 5% preference:

1. Have an unrevoked Sales and Use Tax License with the City.
2. Have a physical location with at least one employee operating legally within the Longmont city limits.
3. Current on payment and filing obligations with the City.

To qualify for a small, local preference, businesses satisfy the above criteria and have 35 or fewer employees. Such businesses are provided an additional 2.5% preference.

The preference applies to the price or score for respondents that are local or small local businesses.

Preferences applied to price are capped at the first \$100,000 of the bid.

## ROCKY MOUNTAIN E-PURCHASING SYSTEM

All formal solicitations, and some informal solicitations, are posted on BidNet's Rocky Mountain E-Purchasing System (RMEPS).

RMEPS allows interested suppliers access to solicitation opportunities from participating public agencies. Currently, over 230 Colorado and Wyoming cities, counties, school districts, special districts, and institutions of higher education post solicitations on RMEPS.

Registration with RMEPS is free to suppliers seeking search access to solicitations. For a fee, suppliers may register to receive push notifications about solicitation opportunities.

For more information, visit [bidnetdirect.com/city-of-longmont](http://bidnetdirect.com/city-of-longmont).

## COOPERATIVE PURCHASING

The City participates in cooperative purchasing efforts, such as State of Colorado Price Agreements and Colorado MAPO. The City also participates in group purchasing organizations like OMNIA Partners, Sourcewell, and GSA.