



Lakewood
Colorado

Doing Business with
the City of Lakewood

Presentation Overview

Ethics

What goods and services does the City purchase?

City Departments

Purchasing Dollar Thresholds

BidNet (electronic Bid system)

City Procurement Card

Insurance Requirements

Purchasing Mission Statement and Ethics



Mission Statement:

To meet the needs of the City and its residents by procuring high-quality products and services at the best value through an open, fair, and competitive process.



Purchasing follows ethics and guidelines as set forth in the **Universal Public Purchasing Certification Council (UPPCC)**.



Members of **National Institute for Governmental Purchasing (NIGP)** and local chapter **Rocky Mountain Governmental Purchasing Association (RMGPA)**.
Network of public procurement colleagues.

What Does the City Purchase?

Wide range of goods and services to maintain infrastructure and provide essential services to residents.

- Office Supplies
- Playground Equipment (over 100 parks)
- Recreation Equipment (4 recreation centers)
- Landscaping Materials
- Road Maintenance Materials
- City Vehicles
- Art Supplies for Programming
- Merchandise for Pro Shops (2 golf courses)
- Ammunition and PD-related items
- Contractual Services
- Professional Services
- Software/Software as a Service
- Employment/Recruitment Services

City Departments

City Manager's Office (includes Mayor and City Council)

City Clerk's Office

City Attorney's Office

Community Resources (parks, recreation, culture and the arts)

Finance

Human Resources

Information Technology

Lakewood Police Department

Public Works

Sustainability and Community Development

Purchasing Dollar Thresholds

Dollar Thresholds	Requirements for Goods or Services
<p align="center">\$0 - \$9,999</p>	<ul style="list-style-type: none"> ▪ Purchases made at Department discretion ▪ Procurement Card
<p align="center">\$10,000 - \$79,999</p>	<ul style="list-style-type: none"> ▪ Three quotes; or ▪ Cooperative Agreement; or ▪ Other Public Agency (piggyback); or ▪ Sole Source; or ▪ Solicitation via BidNet <p>Note: Professional services (architect, engineering, IT Consulting) are exempt from above requirements</p>
<p align="center">\$80,000 or greater</p>	<ul style="list-style-type: none"> ▪ Formal competitive process (solicitation) via BidNet ▪ Cooperative Agreement ▪ Other Public Agency (piggyback)

Rocky Mountain
E-Purchasing
System
(RMEPS/BidNet)

All solicitations for goods/services posted on BidNet (typically at \$10K or greater)

BidNet used as a resource for local vendor sourcing

Registration is free or annual payment for auto-notification

453 Public agencies on BidNet

Vendor Registration Link:

[Supplier Registration | BidNet Direct](#)

Insurance Requirements

The City of Lakewood requires insurance on file for all Contractors doing work on City property. Insurance requirements may vary based on services.

For solicitations, insurance requirements will be posted on BidNet

City Procurement Card Program



Typically purchases under \$10K or per cardholder limit



Provides efficiency for small dollar purchases



Quicker payment time for vendors



City avoids PCard purchase when processing fees are incurred

CONNECT WITH US!

Feel free to email us your company information and product/service line. Purchasing will share your company information with the appropriate City Department(s).

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