

## CITY HALL



## About Purchasing at the City of Dubuque

The City of Dubuque procures many goods and services through a purchasing system that, for the most part, is decentralized. In other words, City departments have staff members who provide the purchasing services for their department. These authorized individuals are responsible for ensuring that the centralized procurement policies which the City has developed and continues to expand are followed.

The Purchasing Coordinator's responsibilities include facilitating a number of city-wide bids, developing and participating in intergovernmental purchasing projects and oversight of the City's procurement policies.

## Purchasing Practices

Purchases shall be made using sound purchasing judgment without favor or prejudice, to ensure that public money is spent efficiently and effectively. Potential vendors shall be given an opportunity to provide quotations, bids or proposals and shall be treated fairly in the process. For a listing of City bid and proposal opportunities please visit [www.cityofdubuque.org/bids](http://www.cityofdubuque.org/bids).

## Gratuities or Gifts

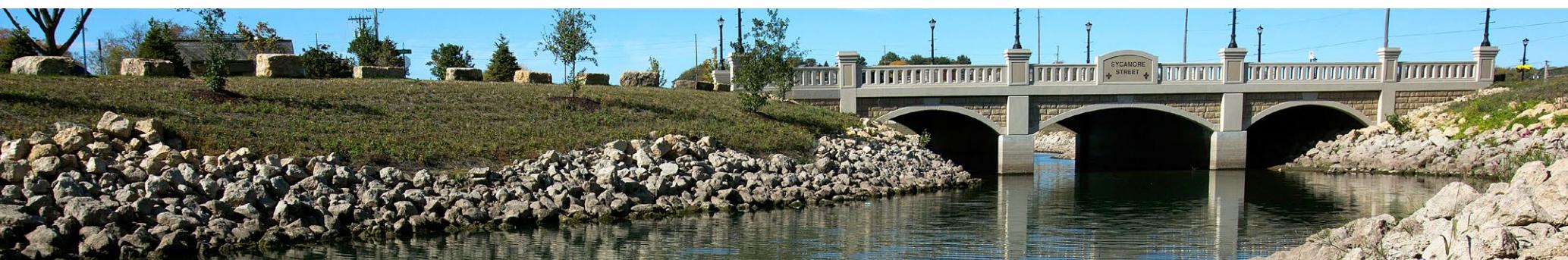
In order to maintain integrity and to continue to foster ethical and equal opportunities among the business community, City employees and City departments are prohibited from accepting gratuities, in any form, from any vendor or potential vendor either directly or indirectly. The City of Dubuque also respectfully requests that vendors do not send gifts such as calendars, candy, flowers, etc., for holidays or other special occasions.



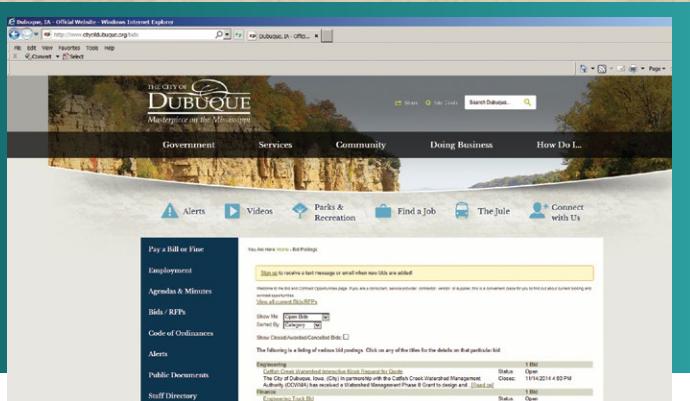
**DUBUQUE, IOWA**  
Masterpiece  
on the Mississippi

## Local Purchasing Preference

**The City of Dubuque recognizes that the success of our City is directly linked to the success of our local businesses. For this reason the City of Dubuque allows locally-owned businesses located within the City of Dubuque corporate limits a ten (10) percent preference on purchases up to \$500, and a five (5) percent preference on purchases of \$500 or more. Purchases which are made through the formal bid process (i.e., construction projects) must be awarded to the lowest responsive, responsible bidder per Code of Iowa requirements.**



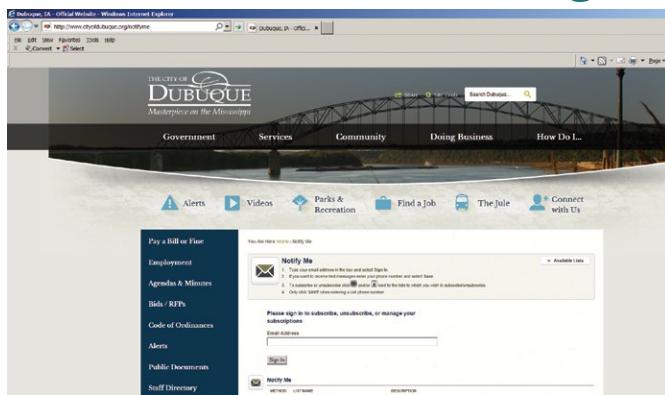
# Viewing Bids/RFPs on the City of Dubuque Website



The screenshot shows the City of Dubuque website's main menu with 'Bids / RFPs' selected. Below the menu, a search bar and a 'Notify Me' button are visible. The main content area displays a list of bid notifications, including one for 'City of Dubuque Iowa (City) in partnership with the Cattlin Creek Infrastructure Management Authority (CCIMA) have awarded a Infrastructure Management Project to design and build a new bridge'.

- 1) Visit [www.cityofdubuque.org/bids](http://www.cityofdubuque.org/bids)
- 2) Browse open bids, sort by category, or view past bids.

## Receive Bid Notifications Via E-mail and/or Text Message



The screenshot shows the 'Notify Me' section of the website. It includes fields for entering an email address and selecting bid categories, along with a 'Notify Me' button.

- 1) Visit [www.cityofdubuque.org/notifyme](http://www.cityofdubuque.org/notifyme)
- 2) Enter your email address and scroll down to find the bid categories that interest you. We encourage subscribing to Finance along with other departments.
- 3) For questions, please contact the Purchasing Coordinator at 563-589-4131 or [tbreitba@cityofdubuque.org](mailto:tbreitba@cityofdubuque.org)



## Dubuque is a three-time recipient of the National Civic League's All-America City Award

### Sales Visits

Sales representatives are a valuable source of information in obtaining bids, specifications, product enhancements, and resolving issues. The City of Dubuque values your visits. However, it is recommended that as a professional courtesy, sales representatives call first for an appointment in order to productively utilize your time and ours.

The City of Dubuque requires that suppliers have on file with the Finance Department their vendor information and tax status. The City requires all vendors complete a W-9 Form Request for Taxpayer Identification and Certification. Vendors claiming tax exemption must also complete an Iowa Sales Tax Exemption Certificate.

Representatives may contact the Purchasing Coordinator's office to introduce the City to your products or services.

### Contact Us:

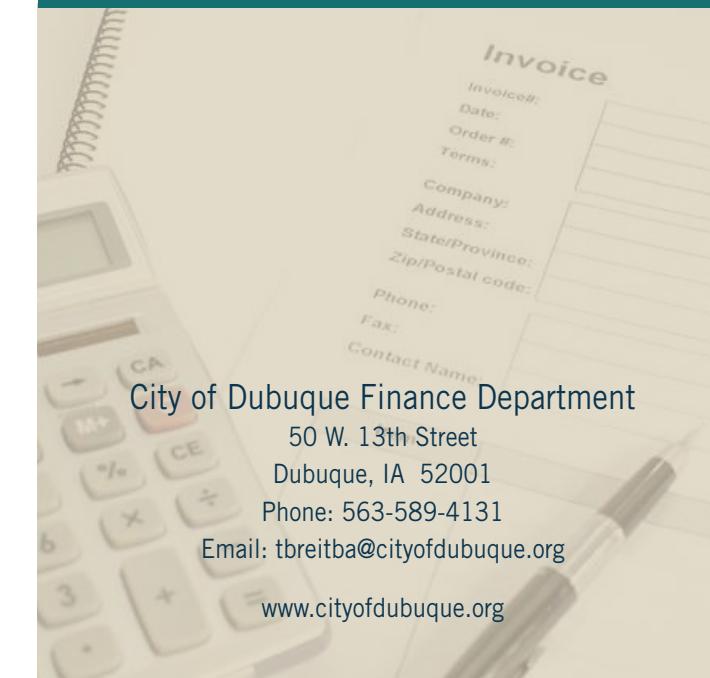
Tony Breitbach, Purchasing Coordinator  
Phone: 563-589-4131  
Email: [tbreitba@cityofdubuque.org](mailto:tbreitba@cityofdubuque.org)

[www.cityofdubuque.org](http://www.cityofdubuque.org)



# Doing Business with the City of Dubuque

## PURCHASING GUIDE



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