



MLGW

**Memphis Light, Gas and Water
Procurement and Contracts Department
P O Box 430
Memphis, TN 38101-0430**

Procurement & Partnership:

*The Source to
Economic Prosperity*



**Memphis Light, Gas and Water
Procurement and Contracts Department**

- *Purchasing*
- *Contract Management*
- *Supplier Diversity*



MLGW
www.mlgw.com

Thank you for your interest in procurement opportunities with Memphis Light, Gas and Water Division. This booklet is designed to introduce you to MLGW's procurement system and give you valuable information on our policies and procedures. We want to assure you that we will give you every opportunity to compete for MLGW's business.

MLGW's procurement department is comprised of three areas: Purchasing which oversees the procurement of goods and materials; Contract Management which facilitates contracts for services from contractors and consultants; and Supplier Diversity which seeks to provide maximum opportunities for certified minority-owned, women-owned and locally-owned small businesses.

Our current procurement procedures are outlined in this brochure and are subject to revision. Feel free to contact us with questions about our procurement policies and procedures. To receive notifications on current bids and requests for proposals for material, equipment, supplies and contracted services, please visit www.mlgw.com/bids and register your company.

Jozelle Luster Booker, PSCMC

Manager,
Procurement and Contracts
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- Computer Hardware/Software
- Electronic Equipment
- Construction Services
- Information Services Consulting
- Telecommunications Equipment
- Construction Services
- Substation Materials

How do I get on MLGW's bid list?

MLGW now offers an online Bid Notification Service. Visit www.mlgw.com/bids to register for our Bid Notification Service.

How does MLGW choose suppliers?

MLGW offers suppliers the opportunity to participate in a competitive bidding process. We consider a supplier's capability for consistent quality and responsive service. We especially value suppliers who can help us improve by developing innovative ways to enhance quality, minimize loss and create new ways to provide value-added, customer driven services.

What types of businesses qualify for inclusion in MLGW's Supplier Diversity Program?

Businesses certified by recognized entities and that meet one or more of the criteria below qualify to participate in our Supplier Diversity Program:

- **Minority Business Enterprise (MBE):** a business, which is at least 51 percent owned, operated and controlled by a person, or persons who are minority group members. For these purposes, minority group members are African Americans, Native American, Hispanic Americans and Asian-Pacific Americans, who are U.S. citizens.
- **Women Owned Business Enterprise (WBE):** a business which is at least 51 percent owned, operated and controlled by a non-minority female or group of females who are U.S. citizens.
- **Local Small Business (LSB):** a business which is located in Shelby County, Tennessee, whose average gross annual sales in the last three years are less than North American Industry Classification System (NAICS) category limits for the contractor SIC code found in Section 13 of the Code of Federal Regulations (CFR), Part 121.601, and which is at least 51 percent owned, operated and controlled by a resident or residents of the Metropolitan Statistical Area (Shelby, Tipton, Fayette, DeSoto, Marshall, Tate, Tunica and Crittenden counties).

What does the certification process include?

Certification is a qualifying process that ensures the corporate entity that an individual business is truly minority/woman/local small business owned, operated, and controlled. The certification process must also provide documentation of business. All records are confidential and MLGW does not view or influence the process.

General Information

GOVERNMENT REGULATIONS

- MLGW complies with all applicable procurement laws, rules, regulations and orders-federal, state and local.
- MLGW is an Equal Opportunity Employer in full compliance and agreement with EEOC guidelines.
- MLGW will not knowingly violate or attempt to evade any government statute.

ADVERTISEMENTS AND PUBLIC NOTICES

- MLGW advertises bids valued over \$50,000.
- In order to give all bidders sufficient time to prepare and submit a bid, the requirement is originally advertised several weeks before the established time for receiving bids. Advertisements are placed in The Daily News.
- To comply with legal requirements, the advertisement is again published on three occasions within the week before the deadline for receiving bids.
- After the original advertisement is published, a copy of that advertisement and a copy of any specifications and/or drawings involved are forwarded to known prospective bidders. A copy is also posted on MLGW's Bid Notification service which may be found on www.mlgw.com/bids.

On bids for material, limited services or equipment, specifications and necessary drawings are furnished to prospective bidders for use both in the bidding process as outlined above and for proper execution of the purchase order or contract after the award has been made by the MLGW Board of Commissioners and, if applicable, approved by the Council of the City of Memphis.

On-Line Bid Notification – MLGW's On-Line Bid Notification system was created to make opportunities for bidding and responding to requests for proposals from MLGW more accessible to our suppliers and contractors. You may access the system by visiting www.mlgw.com. When you register, you may select multiple commodities and services for which you would like to receive bids or proposals. You will then be notified via e-mail when a bid or proposal for that commodity or service is posted to the site. Of course, you may check the site at your convenience to see all the items posted.

BIDDING

- When you receive a request to bid, read the specifications carefully. If you can supply the item(s) or service(s) requested, you should fill out the inquiry form or proposal section with your bid information.
- The entire bid document that you receive will be incorporated as part of your bid to MLGW.
- Before submitting your completed bids, please verify

your quotations because they cannot be withdrawn or modified after being opened.

- Bidders who wish to bid an alternate to MLGW's requested specifications must give complete specifications, catalog numbers or descriptions of the alternate offered to permit full and proper evaluation.
- The alternate bids should be equal to or better than the requested specifications.
- MLGW reserves the right to determine if the product or service quoted is equal to that specified.
- During the bid evaluation process, other departments must have approval from the Procurement and Contracts department to contact any bidders regarding their proposals.
- All information is confidential and proprietary, and is not to be discussed with anyone but affected MLGW personnel.
- All bids may be rejected and new quotations solicited if it is felt that the bidding results indicate that MLGW's best interests are not being served.
- You are invited to attend the public opening which starts at the time and date specified for the bid opening. See Bid Sessions.
- It is MLGW's policy to review bidding information with those companies who submitted a bid after the evaluation process and at a time established by the Procurement and Contracts department.



The Procurement and Contracts department provides a continuous flow of materials, supplies and services required to operate MLGW at the lowest total cost from the most responsive bidder while keeping MLGW's investment at a minimum.

BID SESSIONS

- Public bid sessions are conducted on Wednesdays at 2 p.m., except holidays, in the MLGW Administration Building auditorium in Room 114 located on the main floor at 220 South Main.
- Bid sessions are held to open bids legally advertised.
- If Wednesday is a holiday, bids may be advertised for receipt and a public bid session is conducted the preceding Tuesday at 2 p.m., at the same location. No further change in the session will be authorized unless approved by the MLGW Board of Commissioners.

Supplier Diversity Department CONTACT INFORMATION

Mailing Address: P.O. Box 430
Memphis, TN 38101

Street Address: 220 South Main
Memphis, TN 38103

Phone: (901) 528-4635

Fax: (901) 528-4374

Renise Holliday

Supplier Diversity Coordinator
E-mail: rholliday@mlgw.org



Chantal Lairy

Supplier Diversity Program
Representative
Email: clairy@mlgw.org



Frequently Asked Questions

What types of products and services does MLGW buy from suppliers or contractors?

The following is a partial listing of products and services purchased by MLGW. For more details, contact the Procurement or Contract Specialists listed in this booklet.

- Advertising Specialties
- Chemicals
- Architectural/Engineering Design
- Security Services
- Uniforms & Accessories
- Electrical Equipment
- Paints & Supplies
- Wire & Cable
- HVAC Maintenance & Repair
- Janitorial Services
- Electric Equipment & Supplies
- Grounds & Facility Maintenance
- Environmental Consulting
- Office Equipment
- Paper Products
- Piping & Fitting Equipment
- Safety Equipment

small business owned and controlled. Certification standards identify minority, women and locally-owned businesses, help buying organizations to report expenditures as well as supplier/contractor utilization efforts related to measuring impact of performance and progress of the supplier diversity program.

- Certification provides your company immediate access to state, local and federal governments, as well as major corporations.
- Certification is accepted by numerous corporate entities, and most local and state government agencies in addition to MLGW.
- Supplier/Contractor partnering opportunities (see Contractor Partnering below).

Contractor Partnering

Contractor Partnering gives minority-owned, women-owned and locally-owned small business enterprises (MBE/WBE/LSBs) the valuable experience many need to enhance their competitiveness. Through Contractor Partnering, major contractors provide the opportunities needed by MBE/WBE/LSBs to participate in and complete MLGW projects on a subcontracting basis. The goal is to better prepare MBE/WBE/LSBs to bid as prime contractors for future contracts.

- MBE/WBE/LSBs must meet MLGW Supplier Diversity qualifications and be certified by a recognized entity.
- Certification must be obtained before a Contractor Partnering arrangement can be approved. It is in the best interest of potential suppliers/contractors wishing to provide goods and services to MLGW to obtain certification prior to bidding.
- MLGW identifies prospective subcontractors to partner with prime contractors/suppliers. The prime contractor and MBE/WBE/LSB subcontractors develop a plan that encourages growth and improves competitiveness for MBE/WBE/LSBs. This results in MBE/WBE/LSBs having an opportunity to work with major contractors on projects while continuing to manage their businesses.
- Contractor Partnering offers MBE/WBE/LSBs the opportunity to transfer their present job skills to tasks that require similar expertise but differ in nature.
- In many instances, prime contractors or MLGW may supply personnel, equipment and/or technical resources for completing projects, depending on the scope of the work.
- Subcontractors benefit from the experience of prime contractors in managing, training, plan interpreting, estimating and cost accounting.



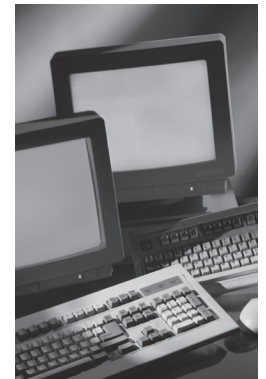
- The order of bid openings is set by an agenda compiled each week by the Procurement and Contracts department.
- The bids that are opened shall be immediately referred for proper evaluation and recommendation.
- All certified checks received in lieu of bid bonds will be delivered to the Secretary-Treasurer for safekeeping and held by MLGW until a contract has been duly executed with the successful bidder.
- Bids for emergency purchases that require immediate action by the Board, real property offered for sale by MLGW, or any other type of sale or purchase as may be designated by the Board, may be received at the regularly scheduled Board meeting (held on the first and third Thursdays of each month at 1:30 p.m.) after proper advertisements.

BID EVALUATION

- At the end of the bid opening, anyone wishing to review an amount read may do so from the Bid Posting Sheet. If a more detailed inspection of bids is required, interested parties should inquire with Purchasing or Contract Management.
- After the bid opening session, bids are referred to the appropriate department or procurement area for analysis of compliance to all requirements and specifications. These bids will be evaluated by staff who, will then make a recommendation to the MLGW Board of Commissioners.
- According to confidential records section of Tennessee Code Annotated §10-7-504 (2002) (a) (7), "proposals received...shall be available for public inspection only after the completion of evaluation..."

VIEWING OF PREVIOUS BIDS/CONTRACTS

If you are a citizen of the State of Tennessee, you may request to view previous or current purchase orders or contracts as permitted by the records open to public inspection section of the Tennessee Code Annotated § 10-7-503 (2002) et. seq. "...all state, county and municipal records...shall at all times, during business hours, be open for personal inspection by any citizen of Tennessee, and those in charge of such records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law."



OBSERVANCE OF CITY ORDINANCES

MLGW, being a subsidiary of the City of Memphis observes and has incorporated several City Ordinances in the MLGW Procurement Policy. Ordinances specifically pertaining to procurement include the following: Local Bidding Presence and Preference Ordinance (No. 5114 and amendments).

Local Bidding Preference Ordinance: Preference shall be given to local businesses within the city limits of Memphis, Tennessee in awarding contracts and making purchases whenever the application of such a preference is reasonable in light of the dollar-value of the proposal received in relation to such expenditures.

If the lowest responsive bidder is a regional or non-local business, then all bids received from responsive local businesses are decreased by five (5) percent. The original bid is not changed; the five (5) percent decrease is calculated only for the purposes of determining the local preference. The local preference cost differential is not to exceed one hundred thousand dollars (\$100,000.00).

In the case of request for proposals, letters of interest, best evaluated bids, qualifications or other solicitations and competitive negotiation and selection in which objective factors are used to evaluate the responses; local businesses are assigned five (5) percent of the total points of the total evaluation points up to a maximum of five (5) points.

In the event there is not Local Bidding Preference designation, either due to non-participation or non-eligibility after the 5% differential or five (5) point assignment, then Local Bidding Presence will be considered. Provided, however, that the preference established in no way prohibits the right of MLGW from making awards based on the application of the MLGW Supplier Diversity Program.

Local Bidding Presence will be demonstrated by the total number of individuals a business employs within Shelby County. For procurement, a 5% differential which is not to exceed \$100,000 shall be granted for the business that demonstrates the highest number of total employees located within Shelby County at the time of the bid response. For request for proposals or matters for which factors are evaluated, Local Bidding Presence at the time of the response will be a weighted criterion. In no event shall the Local Bidding Presence designation be allowed for a business with less than 25 local employees at the time of the bid or proposal response.

The Local Bidding Presence established herein in no way prohibits the right of MLGW from making awards based on the application of the MLGW Supplier Diversity Policy or law. The Local Bidding Preference or Local Bidding Presence criteria shall not apply to purchases or contracts which are funded, in whole or in part, by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of the Local Bidding Preference. Or

Policy Statement

It is the intent of Memphis Light, Gas and Water Division to encourage the growth of minority-owned, women-owned and locally-owned small business enterprises. The Supplier Diversity Program provides these businesses an equitable opportunity to participate in contracts for goods and services, contractor or subcontractor arrangements with MLGW. This will ensure that a representative proportion of the goods, services purchased and construction projects contracted by MLGW are supplied by minority-owned, women-owned and locally-owned small business enterprises.

Classifications

Memphis Light, Gas and Water Division invites businesses and suppliers/contractors that meet one or more of the criteria below to participate in its Supplier Diversity Program.

- **Minority Business Enterprise (MBE):** a business, which is at least 51 percent owned, operated and controlled by a person, or persons who are minority group members. For these purposes, minority group members are African Americans, Native American, Hispanic Americans and Asian-Pacific Americans, who are U.S. citizens.
- **Women Owned Business Enterprise (WBE):** a business which is at least 51 percent owned, operated and controlled by a female or group of females who are U.S. citizens.
- **Local Small Business (LSB):** a business which is located in Shelby County, Tennessee, whose average gross annual sales in the last three years are less than North American Industry Classification System (NAICS)



category limits for the contractor SIC code found in Section 13 of the Code of Federal Regulations (CFR), Part 121.601, and which is at least 51 percent owned, operated and controlled by a resident or residents of the Memphis Metropolitan Statistical Area (Shelby, Tipton, Fayette, DeSoto, Marshall, Tate, Tunica and Crittenden counties).

Certification

Businesses meeting one or more of the classification criteria must obtain and renew certification of their classification annually to participate in MLGW's program. MLGW will utilize the certification of any recognizable entity that certifies businesses covered under the MLGW Supplier Diversity program definitions (MBE, WBE, LSB).

The certification must be based on businesses being at least 51% owned, controlled, operated, and managed by a person or persons who represent one of the three (3) business classifications outlined in the program definition. Certification is a qualifying process that ensures the corporate buyer that an individual business is truly minority/woman/local

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Supplier Diversity

MLGW recognizes the power of diversity and the vast resource a diverse pool of suppliers/contractors provides businesses. As the number of minority, women and locally-owned small business owners grows in Memphis, we want to ensure that our suppliers reflect this increasing diversity. The Supplier Diversity Program gives certified businesses an equitable opportunity to partner with MLGW in a buyer-seller relationship. Its mission is to help foster economic parity within the Memphis and Shelby County community. The Supplier Diversity Program is designed to give maximum practicable opportunities to certified businesses as a partner in the buyer-seller relationship with MLGW.



Local Bidding Presence. Nor shall the Local Bidding Preference or Local Bidding Presence apply to purchases made or contracts let under emergency or noncompetitive situations.

Application of the Local Bidding Preference or Local Bidding Presence criteria to a particular purchase, contract or category of contracts for which MLGW is the awarding authority may be waived upon written justification regarding the character, responsibility and fitness of all persons, firms, or corporations submitting bids or proposals.

Further, the Local Bidding Preference or Local Bidding Presence criteria established herein in no way prohibit the right of MLGW from giving any other preference permitted by law or policy in addition to the preference authorized herein.

Application of the Local Bidding Preference or Local Bidding Presence to a particular purchase or contract may be waived by the Board or Commissioners upon recommendation by the applicable Vice President and approved by the President.

STANDARDS OF BUSINESS CONDUCT POLICY NOTIFICATION

Bidders should note that Memphis Light, Gas and Water Division adheres to certain standards of ethical business conduct. Any bidder who may be related to an MLGW commissioner, officer, agent or employee is advised to consult the Standards of Business Conduct which can be found at www.mlgw.com/sbc or by calling (901) 528-4381.

MLGW ETHICS POLICY

A code of ethics for personnel of MLGW has been adopted which includes any officer, employee, Board member or any employee who approves requests for proposals or other bid solicitations; or selects, evaluates or recommends for award or rejection any bid or request for proposal response for the purchase of personal property, goods or services including without limitation construction projects. MLGW personnel shall not directly or indirectly solicit or accept a gratuity or provide or cause a gratuity to be provided; nor participate in making or influencing any MLGW decision or action in which they know that they have any material financial interest distinguishable from that of the public generally or from that of other MLGW officers, employees or Board members generally.

Furthermore, all persons awarded a contract with MLGW of greater than \$5,000 and to whom MLGW remits more than \$10,000 per year, or who receives approval for use of land from MLGW shall execute a statement declaring under penalty of perjury that they have not given, directly or indirectly, any prohibited gratuity to any officer, Board member or employee or their immediate family, including spouses and other persons of similarly close personal relationship and file the declaration with the Chief Ethics Officer.

COMPLAINTS AND APPEALS

The Contractor Appeals Process has been established for contractors or suppliers who have submitted a complaint or an appeal in writing to the Manager of Procurement and Contracts. Any protest must be filed in writing with the Manager of Procurement and Contracts by 5:00 PM CST within five business days beginning the day following the notification of the intent to award or non-award incident. Protest may also be submitted electronically on company letter head to the Manager of Procurement and Contracts by 5:00 PM CST. In regards to the Procurement Complaint and Appeals Process: complaints are discrepancies with the procurement processes; appeals are requests for further review or refusal of procurement decisions/awards. Complaints and appeals will not be considered based upon the failure of the bidder to submit complete bid packages and required information. In addition, complaints and appeals will only be considered when filed by the owner of the business or a senior officer of the company. For information on the Appeal Process go to www.mlgw.com/protest.

TAXES AND DUTIES

As a municipally-owned utility, MLGW is exempt from all sales, use and federal excise taxes. Prices quoted by bidders shall be exclusive of federal excise tax in accordance with the exemption of political subdivisions of a state by federal law, and shall not include any duties or fees that may be applicable.

MLGW will execute appropriate tax exemption certificates when necessary.

Purchasing

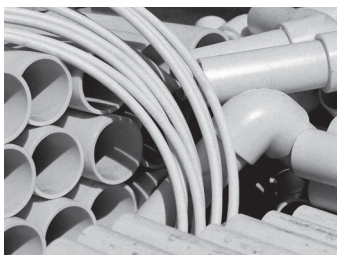
MLGW's Purchasing Department is responsible for obtaining products and limited services to meet the needs of MLGW. They are the primary contact for suppliers, whether they are currently doing business with MLGW or seeking to begin the process.

Our policy is to obtain on-time deliveries and maximum total value for our purchasing dollar in order to satisfy our customers' ultimate needs. We are anxious to establish lasting relationships with suppliers that can provide us with the highest quality materials and services, dependable deliveries and competitive prices.

PROCUREMENT CARD

Authorized Division employees have been issued MLGW procurement cards to purchase material and/or equipment as approved by their Manager.

- Purpose – to empower MLGW employees in



supplier diversity goal attainment, delivery, service representation and experience with the product(s) and/or service(s) in question. The selection of a prospective supplier or contractor is an indication of MLGW's confidence in his/her ability to provide products and/or services of acceptable quality.

- After awarding, the Contract Management department will execute a contract, conduct a pre-commencement orientation meeting and layout work procedures and schedules. The successful bidder who receives the award enters into a formal contract with MLGW.
- Award is not effective until the minutes of both MLGW and the City Council have been approved.

A fully executed formal contract will include the following:

- Proposal
- Terms and general conditions
- Scope of work
- Price
- Supplier Diversity participation and agreements
- Tennessee contractors license certificate (construction)
- Specifications and/or drawings
- Signatures from all parties involved and authentication
- Performance bond, if applicable
- Labor and materials bond, if applicable
- Required insurance
- Workers compensation and Employer's Liability
- Commercial General Liability
- Business Automobile Liability
- Umbrella Liability time. After bidders' qualifications are reviewed, MLGW will notify bidders deemed qualified to bid on specific projects.

Contract Management Department CONTACT INFORMATION

Mailing Address: P. O. Box 430
Memphis, TN 38101

Street Address: 220 South Main
Memphis, TN 38103

Phone (901) 528-4020

Fax (901) 528-4374

DaShena Watts, PSCMC

Supervisor

E-mail: dwatts@mlgw.org



- Speaker Facilitator Agreements – An agreement whereby a person(s) is responsible for leading or coordinating a MLGW work group in the form of a seminar or training service that can not be obtained through the MLGW University.
- Request for Qualifications (RFQ) – Qualifications from professionals or firms are solicited to determine their capability to provide needed services. MLGW will negotiate contracts with selected firms or individuals.
 - * See Advertisements.

** Upon request, bidders may be asked to furnish evidence, satisfactory to MLGW, of experience and familiarity with work of the character specified, financial condition and ability to complete the project within the specified time period.

Contracting at MLGW

- The scope of the work or specifications are prepared by MLGW representatives (internal MLGW employees or by outside engineers, consultants or architects employed by MLGW) as directed by the appropriate department manager.
- Contract requests are submitted through the processes outlined in the preceding section, to prospective bidders for items/services that must comply with specifications. The bid due date is set as reasonably as possible to permit full competitive bidding, proper evaluation of bids and timely placement of material orders and contracts within the required need date of the service.
- The specifications should be incorporated as part of the bid to MLGW and should be read carefully. All requested forms in the supplied bid package should be completed and returned in a pre-printed bid envelope by the specified date. Incomplete bids will not be forwarded for review or evaluation and will not be further considered for award.
- Often, **mandatory** bidder's orientation meetings are held before qualifications are accepted and reviewed. These meetings are designed to provide in-depth information to potential bidders, which will be helpful in bidding on the project.
- Contractors who wish to bid any alternate(s) to MLGW's requested specifications must give complete specifications and descriptions of the alternate offered to permit full and proper evaluation. The alternate bids should be equal to or better than requested specifications. MLGW reserves the right to determine if the alternate product or service quoted is equal to that specified.
- During the bid evaluation process, other departments must have approval from the Contract Management department to contact any contractors or suppliers regarding their quotations. All information is confidential and proprietary, and is not to be discussed with anyone but affected MLGW personnel.
- Contract awards are based on the best bid. Best bid is defined as the best evaluated price, specification compliance,

the purchasing process with regard to travel, emergency and low cost or high volume repetitive purchases.

PURCHASES

- Purchases of \$50,000 or more are made after an award by MLGW's Board of Commissioners and the Council of the City of Memphis after proper advertisements.
- For purchases under \$50,000, in most instances, competitive bids are obtained from three or more firms, either written or oral, depending on the amount or nature of the purchases and whether or not there is an immediate need for the material.
- Required specifications are prepared by an engineer or department, or by outside engineers, consultants or architects employed by MLGW for work on a particular job, primarily on major construction projects.

Finished specifications are reviewed by the Manager of his/her department and by the Purchasing department to make certain that technical points, as well as other requirements of management, are covered.

- It is our practice to purchase everything locally that can be bought without increasing the cost to MLGW.
- In cases where identical bids are received and the material is urgently needed, the order is placed with the firm offering the fastest delivery; otherwise, the award is made as a result of a drawing among certified bidders,

local bidders or among other bidders in the event there are no local bidders.



REQUESTS FOR QUOTATIONS

- The Purchasing department obtains all quotations required for issuing purchase orders or for repair estimates.
- Competitive bids are solicited by phone on items that do not require lengthy specifications or formal advertising for bids.
- Written requests for quotations are submitted to prospective bidders for items that must comply with lengthy specifications and do not require formal advertising.
- Sealed bids are solicited by means of advertising in a local newspaper for all purchase orders that will exceed \$50,000. See Advertisements.
- Requests for written quotations and advertised bids stipulate a bid due date. The bid due date is set to permit full competitive bidding, proper evaluation of bids and timely placement of orders within the required need date of the material or service.

- If a mandatory pre-bid meeting is scheduled, all bidders will be given advance notice as to the time and place.
- Addendums are sent to all bidders in sufficient time to allow them to be incorporated into quotations in an orderly manner.
- Due dates may be extended by the Purchasing department only if it is in the best interest of MLGW.
- MLGW reserves the right to revise specifications.
- Bidders are notified in writing of any revisions or bid date extensions, even if quotations have already been received. Under these circumstances, bidders are given the opportunity to withdraw their quotations for revision and re-submission within the new stated bid due date.
- Prices are obtained for other departments by Purchasing to be used for cost estimating or budget purposes, and the purpose of the solicitations is stated to the suppliers at the time of contact. Requests for estimating cost and technical information are rotated among the suppliers who normally receive awards for a specific product or service.
- Awards are based on evaluated price, specification compliance, delivery, service representation, supplier diversity goal attainment and experience with the product(s) and/or limited service(s) in question.
- The award is not official until a purchase order has been issued and if applicable after meeting minutes of both the MLGW Board of Commissioners and the City Council have been approved.
- The selection of a prospective supplier is an indication of MLGW's confidence in their ability to provide products and/or limited services of acceptable quality.

PURCHASE ORDER

- A purchase order is the contract issued by the Purchasing department to obtain materials, equipment and limited services for MLGW.
- The purchase order is a supplier's authority to deliver and charge for the goods specified in the order. We do not require or use an acknowledgment copy.
- It is expected that bidders meet the specifications of the proposal by completing orders in full. If an order, agreement or obligation cannot be completed as specified, the Purchasing department should be notified in writing immediately.



FIRM PRICES

- MLGW prefers purchase orders with firm price protection. When warranted, however, MLGW may consider other types of pricing. If a purchase order

Rubber Goods
 Safety Clothes, Shoes & Equipment (78)
 Special Gases/Water Lab
 Uniforms
 Mill Supplies (72 & 82)
 Hardware (74)
 Paint/Varnishes (69)
 Fuel
 Asphalt
 Limestone
 CR610
 Pole Line Hardware (37)

Contract Management

The contracting of goods and services at the lowest and best cost is the primary function of the Contract Management department. MLGW's need for services is great due to the demand generated by its electric, gas and water systems and the related support equipment and maintenance essential to keeping the entire operation functioning efficiently. This need requires MLGW to constantly search for various services necessary to MLGW's operation.

Contracted services may include, but are not limited to the following:

- Construction
- Computer Maintenance
- Landscaping
- Janitorial Services
- Professional Services
- Insurance
- Telecommunications
- Temporary Staffing
- Information Systems Consulting
- Underground Service Installation
- Architectural/Engineering Services



MLGW utilizes Five contracting processes

- Requests for Proposals (RFP) – A non-advertised proposal that is solicited from known contractors and consultants engaged in the particular field of the proposal that will provide their professional methodology and expertise to meet MLGW's written deliverables.
- Sealed Bid – An advertised* bid/proposal is solicited from pre-qualified** contractors that seek to perform work for MLGW based on written specifications and/or drawings.
- C-Agreements – A non- advertised proposal that is solicited from known contractors engaged in the particular field of expertise and proposing services valued under \$50,000.

Rubber Goods
Wood Poles (30)
Lamps (73)

Christin Webb, MBA

Procurement Specialist I
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Commodities

Castings
Iron, Concrete, Fiberglass (41)
Manholes (41)
Field Lok Gaskets (75)
Water Pipe (49)
Water Fittings (53, 54)
Hydrants (56)
Water Valves (56)
Copper Tubing (65)
Plumbing Supplies
Water Meters
Water Pumps for Wells
Water Treatment Chemicals & Compounds (77)
Well Materials (23)
Wire and Cable (34, 36)

Té Moore, A.P.P., PSCMC

Senior Procurement Specialist
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Commodities

Gas Regulators, Governors (46)
Gas Pipe (48, 50)
Gas Fittings (52, 55)
Gas Valves (56)
Gas Meters
Gas Odorant
Electronic
Gas Chemicals & Compounds (77)
Chemicals for LNG
Steel & Iron (64)
Welding Supplies (66)
Fasteners (68)
General & Janitorial Supplies (78)
Insulators (39)

Annie Mathis

Procurement Specialist
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Commodities

Oil & Greases (76)
Automotive (90)
Distribution Support
Builders Supplies (67)
Gasoline
Pumps & Motors

calls for a firm price, the supplier must deliver that price. MLGW would like to avoid “price in effect at time of shipment.”

- Adjustments for escalation, when necessary, should be based upon mutually acceptable published parameters, and if not possible, escalation must be justified by documentation that can be verified by audit.

STANDARDIZATION OF MATERIALS

- MLGW's Planning and Systems Engineering department is charged with approving materials used in the construction and maintenance of MLGW's electric, gas and water distribution systems. These materials must meet specifications as set forth by the Engineering department. All of these material items have an “approved for purchase” material description. For most items, an “Approved Product Listing” (APL) is maintained. The APL designates, by manufacturer and catalog number, the products which have been determined compatible with MLGW's systems and which meet or exceed the “approved for purchase” material description.

- To be included in the APL, a product must be evaluated. This evaluation, which is performed by Systems Engineering, serves to eliminate conflicts between the affected using departments and suppliers; provide the supplier with an understanding of what has been accepted for use by MLGW; and give the Purchasing department an accurate, up-to-date APL.
- Prospective suppliers are responsible for submitting samples and/or engineering data for evaluation. Submission of samples should be coordinated through the Purchasing department.
- Some material items used for construction of the three systems are not purchased from an APL; therefore, prospective suppliers should investigate MLGW's purchasing procedure on a per-item basis.
- Commodity categories followed by numbers (i.e. copper tubing (65)) designate MLGW storeroom items that must go through the APL process.
- MLGW values the opportunity to study your product relative to our requirements.



INSPECTION

- All materials and services purchased by MLGW are subject to inspection and shall be received and checked carefully as to quality and quantity against the purchase order.
- If any items or articles are found not to meet the

requirements of the specifications, the lot or any faulty portion may be rejected. Inspection is performed promptly to avoid unjustifiable delays in the payment of invoices.

REJECTIONS

- The Purchasing department will be furnished with prompt written notification of all rejections of materials, equipment and services for the using department to permit timely corrections, returns or replacements and to avoid payment of invoices for improper products or services. This will also allow the Purchasing department to maintain an updated file on supplier performance.
- This department is responsible for handling all negotiations with suppliers relating to errors in shipments, rejections, defective quality or other claims. Other departments can negotiate with suppliers and contractors concerning these matters only if Purchasing gives them the authority.

Purchasing Department

CONTACT INFORMATION

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Commodities

Wire & Cable (35)
URD Electric (38)
Electric Meter Pedestals/Parts (45)
Insulating Materials (70)
Electric Hardware (71)
Distribution Transformers
Instrument Transformers
Network Transformers
Hazardous Material Disposal
Meter Sockets
Gauges
Steel Poles (31)
Concrete Standards & Decorative Poles (43)
Luminaries and Street Light Equipment (43)
Electric Meters

Camela Mitchell

Senior Procurement Specialist
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Commodities

Lumber (63)
Advertising Novelties
Audiovisual & Photographic
Equipment & Supplies
Computer Equipment & Software
Heating & A/C Equipment
Horticulture Items
Microfilm Services
Printing
Printing Papers
Insecticides
Office Machines & Supplies
Communications Equipment (42)
Line Protection Devices & Switches (40)

Sebastian Marion

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Commodities

Poles & Standards (30, 31, 33)
Bus Fittings (22, 65)
Station Batteries
Substation Material
Circuit Breakers
Transportation Equipment
Canvas & Rubber (75)
Paper Products (75)
Plastics
Power Transformers