

Purchasing Department

This information is a brief overview of the policies and procedures of the Erie Water Works' Purchasing Department. This information is intended as a resource on how to do business with us and does not replace or supersede the specific terms and conditions set forth in any individual bid or contract. Prospective bidders must read and follow the instructions, specifications and terms and conditions set forth in each individual bid package.

The Purchasing Department is responsible for the acquisition, distribution, and disposal of all goods, services, equipment and construction for the Erie Water Works under all applicable Municipal Authority Act regulations. The Purchasing Manager may be contacted at

Purchasingmanager@eriewaterworks.org

PAYMENT OF INVOICES

Payment terms are normally net 30 days after receipt of a valid invoice at the Accounts Payable Department. Invoices must include the Contract or Purchase Order number and an itemization of goods provided and/or services rendered. It is preferred that all invoices are emailed to:

Financemail@eriewaterworks.org

TAX EXEMPT

The Erie Water Works, as a Municipal Water Authority is exempt from Federal, State and local sales and use taxes (Federal Tax ID #25-166-4864).

PROCUREMENT GUIDELINES

- **DOING BUSINESS WITH ERIE WATER WORKS:** Prospective contractors are encouraged to introduce themselves to the Purchasing Department and/or relevant Erie Water Works end users. Formal solicitations are publically advertised and bid per municipal requirements.
- **SALE OF SURPLUS PROPERTY:** Materials and equipment declared surplus by Erie Water Works may be sold to the public only through public auction or competitive bidding.

THE PROCUREMENT PROCESS

Erie Water Works shall not discriminate against a bidder in the solicitation or awarding of contracts because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Erie Water Works purchases are governed by the Pennsylvania Department of Labor & Industry Municipal Bidding Thresholds which are updated and published each year.

- **GENERAL:**
 - A. The Purchasing Department seeks competition wherever and whenever practicable and possible. To facilitate the process of purchasing necessary goods and/or services, the Erie Water Works creates Blanket Purchase Orders and Standard Purchase Orders. Purchases may also be made using State Contract or PA Costars Pricing.
 - B. There are two types of bidding procedures: Informal and Formal.
 - Informal bidding normally consists of soliciting quotations from three or more vendors by whatever means is the most efficient (e.g., fax, oral, telephone, mail, or e-mail).
 - Formal bidding requires the use of a written Request for Proposals (RFP). RFP's are advertised in a local newspaper, ***The Erie Times News***.

FEES FOR BID DOCUMENTS

Some construction related solicitations and other non-construction related solicitations may include detailed plans, drawings and/or specifications. To offset the administrative costs, a variable fee may be charged. Payment must be in the form of a business check, made payable in advance to "Erie Water Works" or to the Engineering Firm for the particular project, as stated in the public advertisement.

DELIVERY

- Normal deliveries of goods, other than chemicals and fuel, are received between the hours of 7:00 A.M., and 3:00 P.M., Monday through Friday, usually through the Purchasing Clerk's office. Special delivery instructions may be specified in the description area of a Purchase Order, or as an additional term on a formal contract.
- COD orders will not be accepted.
- All shipments must be accompanied by appropriate packing slips containing the Name of the Shipper, the exact items of the shipment, and the Purchase Order Number.
- If items are to be shipped from a company or manufacturer other than the one to which the Purchase Order was issued, the packing list must include the name of the company and the Purchase Order number as they appear on the Purchase Order. Failure to comply may cause the shipment to be refused or otherwise delayed.
- All backorders must be properly marked.
- Chemical delivery procedures are detailed in the particular chemical contract and/or specification and all conditions must be met. All chemicals or products containing chemicals must be shipped with current Material Safety Data Sheets. Packing slips and delivery tickets must include the appropriate Purchase Order Number and must accompany every delivery.

For further information or answers to specific questions on how to do business with the Erie Water Works, please send an email to:

Purchasingmanager@eriewaterworks.org