

## How to Do Business with the City of Peoria, Arizona

The City of Peoria’s procurement process is based on the “Procurement Code” ordinance passed by city council. The amount of the annual expenditure for a specific commodity or service determines the level of competition required and responsible party. The table below summarizes this process.

Dollar Limit	Responsible Party	Competition
\$0 - \$4,999	Requesting Department	None
\$5,000 - \$49,999	Department or Materials Management	3 documented quotes (phone)
\$50,000 - \$99,999	Department or Materials Management	Minimum 3 written quotes on the vendor’s letterhead
\$100,000 and over	Materials Management	Formal Process Council Approval

### Appointments

The Materials Management office is open for business from 7:00 a.m. to 6:00 p.m., Monday through Thursday, except for holidays. Inventory Control’s office is open for business from 8:00 am to 5:00 pm Monday through Friday, except for holidays. You may visit any time during business hours; however, it is recommended that you call and make an appointment with the appropriate buyer to ensure availability when you make your visit.

### Business License Requirement

Peoria City Code requires that any person or firm conducting business in Peoria shall first obtain a license. This requirement includes businesses within the corporate limits of Peoria or outside the corporate limits, which conduct business or perform services within Peoria. For more information please contact Customer Service at 623-773-7160.

**City of Peoria  
Materials Management  
9875 N. 85th Ave.  
Peoria, AZ 85345**

## How to Do Business with the City of Peoria, Arizona Quick Reference



### City of Peoria Materials Management

9875 N. 85<sup>th</sup> Ave., 2<sup>nd</sup> Floor  
Peoria, Arizona 85345  
Phone: (623) 773-7115  
Fax: (623) 773-7118

## Our Mission

*To maximize the investment of the citizens by utilizing city values and best business practices to provide goods and services to city departments.*

Materials Management staff is committed to the following principles:

- ☞ Purchasing and contracting for supplies, services, equipment and construction to support City departments by obtaining at the right price, right time, right place, right quality, and right terms and conditions so they can accomplish their goals and objectives in a timely manner.
- ☞ Conducting the City’s procurement process in an open, competitive and professional manner in which tax dollars are spent (invested) so as to assure maximum usage return.
- ☞ Conducting City procurement within the framework of federal, state and city law and in accordance with the policies and procedures established by the City Manager always searching for the best business practices.

### We are:

Professional  
Ethical  
Open  
Responsive  
Innovative  
Accountable

## Bids/Proposals

Information on all solicitations out for bid/proposal can be accessed via our website:

<https://www.peoriaaz.gov/procurement>

Visit our website to view current solicitations out for bid/proposal. Plans and specs for construction projects may also be provided via the website on a per-project basis.

We may also advertise bids through:

- ☞ Peoria Times (newspaper)
- ☞ BidNet (vendor notification service) bidnet.com
- ☞ McGraw Hill-Dodge (a vendor notification service and plan room in Phoenix)
- ☞ Bid Ocean, Inc
- ☞ IMS (a vendor notification service for architects and engineers)
- ☞ Grand Canyon Minority Contractors
- ☞ CMD / Reed Construction Data (a vendor notification service)
- ☞ Shirley’s Plans Service (a plan room in Tucson)
- ☞ IDT Contractor’s Plan Room

### Sign Up!

Register with our online e-procurement portal (Bonfire) to receive information of new solicitations and other pertinent information for the City of Peoria!

<https://peoriaaz.bonfirehub.com>

Materials Management Staff	
Christine Finney, MPA, CPPB Materials Manager (623) 773-7531	Materials Management Manager Procurement Administration Inventory Control Administration
Procurement Staff	Area of Expertise
Lisa Houg, CPPB Purchasing Supervisor (623) 773-7115	Procurement Administration Request for Proposals Invitation for Bids Construction Bids
Debra Tidball Administrative Assistant II (623) 773-7115	Administration/Reception Purchase Order and Purchase Requisition Processing Vendor Registration & W-9's
Teresa Andersen, CPPB Contract Officer (623) 773-7981	Invitation for Bids Request for Proposals Request for Quotations Procurement & Fuel Cards
Drew Ashmun Contract Officer (623) 773-7116	Invitation for Bids Construction Bids Request for Proposals
Johnnie Kelley Buyer I (623) 773-7535	Office Supplies, Request for Quotations, Facilities Use & Events Agreements, Procurement & Fuel Cards
Inventory Control Staff	Area of Expertise
Lon Dobrosky Inventory Control Supervisor (623) 773-7417	Warehouse & Fleet Inventory Administration, Auction/Disposal of Surplus Property & Recycling
Justin Bennett Buyer I (623) 773-7458	Fleet Support for Receipt & Stock Issues Maintain Inventory
Jeremy Stith Storekeeper (623) 773-7490	Receive / Issue Stock Maintain Inventory Deliveries
Kevin Schell Storekeeper (623) 773-7490	Receive / Issue Stock Maintain Inventory Deliveries
Nathan Williams Storekeeper (623) 773-7490	Receive / Issue Stock Maintain Inventory Deliveries