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City of Westminster Procurement: Vendor Overview

A high-level guide to Westminster procurement for vendors

What Procurement Is Designed to Do

Public procurement balances competition, stewardship, transparency, and successful project outcomes.

Fair Competition

Vendors should have an equal opportunity to compete under the same published requirements.

Transparency

Solicitation requirements, evaluation methods, deadlines, addenda, and award information are documented and communicated through the official process.

Public Stewardship

The City uses competitive procurement to invest public funds responsibly and obtain value for the community.

Defensible Decisions

The record should show how the City followed its stated process and how the award decision was reached.

Vendor takeaway: read the solicitation as the rules of the competition — and respond to exactly what is asked.

Procurement Methods

The procurement method depends on dollar value, complexity, risk, and whether price alone can determine the best outcome.

Informal Procurement

Generally used for purchases above $10,000 and up to $50,000. City departments must obtain a minimum of three documented quotes; some informal opportunities may also be posted electronically.

Invitation for Bid (IFB)

Best fit when requirements are known and clearly stated. Award is primarily price-based, subject to responsiveness and responsibility.

Request for Proposal (RFP)

Best fit when the City is evaluating approach, qualifications, technical solution, experience, price, or other best-value factors.

Formal solicitation threshold

>$50,000

City Council approval threshold generally

>$250,000

Other methods may include RFQs, cooperative contracts, and specialized construction delivery methods when appropriate.

What a Competitive Solicitation Looks Like

Exact steps vary by project, but vendors will typically see this sequence.

1. Opportunity posted
2. Pre-bid / pre-proposal meeting
3. Vendor questions
4. Addenda issued
5. Bid / proposal due

1. Compliance review
2. Evaluation / bid opening
3. Interviews or negotiations (if allowed)
4. Notice of award
5. Contract & kickoff

Dates and optional steps are stated in the solicitation. Do not assume a prior City solicitation will follow the same process.

Finding Opportunities & Staying Current

The City's Bidding Opportunities page is the best starting point for current instructions and active solicitations.

1. Register

Create a vendor account on the City's identified e-procurement platform. Select the commodity/service categories that match your business.

2. Monitor

Check opportunities regularly. Free registration may require vendors to actively log in rather than relying only on automated notices.

3. Follow the Record

Download the full solicitation, attachments, addenda, Q&A, and award notices from the official posting location.

Current City webpage (September 2026): Westminster identifies BidNet Direct / Rocky Mountain E-Purchasing System for formal solicitations. BidNet Direct: www.bidnetdirect.com/colorado/cityofwestminster. Always follow the platform and instructions stated in the current solicitation.

Communication Rules Matter

During an active solicitation, fairness depends on every vendor receiving the same official information.

DO

- Submit questions by the published deadline
- Use the official procurement contact / platform
- Attend mandatory meetings or site visits
- Review every addendum before submitting
- Ask for clarification when requirements are unclear

AVOID

- Relying on verbal interpretations
- Contacting other City staff about the active solicitation unless authorized
- Waiting until the last minute to ask technical questions
- Assuming an addendum does not apply to your response

Written addenda — not informal conversations — control changes to the solicitation.

Building a Strong Response

Make it easy for evaluators to verify compliance and understand your value.

Be responsive

Follow the requested format, forms, page limits, signatures, certifications, and submission instructions.

Answer the criteria

Mirror the evaluation structure. Address each scored criterion directly and with project-specific evidence.

Make pricing clear

Use the City's fee schedule or bid form exactly as requested. Explain assumptions only where permitted.

Show relevant proof

Use comparable projects, measurable results, key staff roles, references, and a realistic work plan.

Identify exceptions

Disclose requested contract exceptions in the manner required by the solicitation rather than after selection.

Submit early

Electronic systems can fail. Upload with enough time to confirm the response is complete before the deadline.

How Evaluation & Award Work

The solicitation tells you what matters. Evaluation should follow the published method and criteria.

IFB / Sealed Bid

The City evaluates whether the bid is responsive and the bidder is responsible. When the method is price-based, award is generally driven by the stated price methodology.

RFP / Best Value

Evaluators score or assess the published criteria, which may include technical approach, qualifications, experience, team, schedule, price, and other project-specific factors.

Optional Steps

The solicitation may permit shortlisting, interviews, demonstrations, clarifications, dialogue, or negotiations. Vendors should not assume these steps will occur unless stated.

Price matters — but in an RFP it is typically one factor among the published evaluation criteria, not automatically the sole basis for award.

Common Ways Vendors Lose Ground

Most avoidable problems are procedural, not technical.

- ✓ Late submission
- ✓ Missing required forms or signatures
- ✓ Ignoring an addendum
- ✓ Not attending a mandatory conference / site visit
- ✓ Submitting generic marketing material instead of answering the criteria
- ✓ Unclear or incomplete pricing
- ✓ Unauthorized communication during the solicitation
- ✓ Taking material contract exceptions too late

Best practice: create your own compliance checklist from the solicitation before you start writing.

After Selection: Award, Contract & Performance

Selection is the beginning of the supplier relationship — not the end of procurement.

1. **Award notice**
2. **Contract documents**
3. **Insurance / bonds / required records**
4. **Purchase order or notice to proceed**
5. **Performance & contract management**

Do not begin work until the City has provided the required contractual authorization.

During performance, vendors should communicate early about schedule, scope, invoicing, risks, changes, and contract requirements. Changes should be documented and authorized before the vendor proceeds.

Vendor Quick Checklist

Use this before every City response.

- [ ] I am registered and monitoring the official posting location.
- [ ] I downloaded the solicitation and all attachments.
- [ ] I confirmed mandatory meetings / site visits and deadlines.
- [ ] I submitted questions through the authorized channel.
- [ ] I reviewed every addendum.
- [ ] My response follows the required format and addresses every criterion.
- [ ] My pricing is complete and consistent with the City form.
- [ ] Required forms, certifications, signatures, insurance/bond information, and exceptions are included.
- [ ] I uploaded early and confirmed successful submission.

Resources & Questions

Use the City's current published information as the controlling source for vendor instructions.

City of Westminster – Bidding Opportunities

westminsterco.gov/Purchasing

Current bid process, vendor registration guidance, active opportunities, and Procurement contact information.

Procurement Division

Purchasing@westminsterco.gov
303-658-2400 (City main line)

For an active solicitation, use the Procurement official and communication method identified in that solicitation.

Thank you for your interest in doing business with the City of Westminster.

Sources used to prepare this overview: City of Westminster Bidding Opportunities webpage; Westminster solicitation templates and examples; NIGP Global Best Practices for RFPs and IFBs.