

***DOING BUSINESS WITH THE
CITY OF SURPRISE***

The City of Surprise's procurement process is based on the "Procurement Code" ordinance passed by the City Council. The dollar amount of the individual expenditures for a specific commodity or service determines the level of competition required. The table below summarizes this process.

DOLLAR LIMIT	COMPETITION
\$0-\$5,000	Dept. Discretion
\$5,001-\$25,000	3 documented quotes (phone/email)
\$25,001-\$50,000	Minimum 3 written quotes on the vendor's letterhead
\$50,001 and over	Formal Solicitation

**DOING BUSINESS
WITH THE
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**A QUICK REFERENCE
GUIDE**



SURPRISE
ARIZONA

Defining **Vibrant** Southwest Living

Finance Department

Purchasing Division

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Welcome

The purpose of this information is to acquaint vendors and service-providers with the City of Surprise purchasing procedures. The city engages in various activities related to providing municipal services to its residents. A great variety of equipment, supplies and services must be purchased to support these operations.

This is intended as a general guide and as such, may not answer all of your questions. For more information, e-mail or phone us.

Hours of Operation

The City Purchasing Office is open Monday through Friday from 8 a.m. until 5 p.m., except holidays.

Scheduled Visits

Visits to the City Purchasing Office by sales representatives are welcomed and encouraged. However, it is recommended that sales visits be scheduled in advance.

How to Find Out About Bids/Proposals

Information on solicitations for bids/proposals is available on our web page:

www.surpriseaz.com

Click on: Business in Surprise

- Click on: Proposals/Bid Opportunities

Vendor Registration



SurprisePro is the City's web-based vendor registration system. Please visit <https://vendors.surpriseaz.com> for complete details.

This system will enable you to:

- Register on-line
- Make changes and updates to your registration
- Download solicitations
- Receive solicitation addendums via email