

## SALE OF PRODUCTS/SERVICES ON CITY AND COUNTY PROPERTY POLICY

**Purpose:** To provide procedures and requirements for vendors to follow in order to sell products, merchandise or services to City and County employees. It is the intent of this policy to reduce interruptions in the work place caused by vendors selling products to employees. The policy prevents unsolicited vendors to use the City and County's communication systems (e-mail, voice message and payroll stuffers) to market their product and requires that the sale of products provide a direct benefit to the City and County.

**Policy:** Unsolicited vendors (vendors that do not have a contract, agreement, or purchase order) are not allowed to market (use the City and County's communication systems) or sell their product or service on City and County-owned property. It shall be the responsibility of the Department Head to insure that all contracts for services/products provide a direct benefit to the City and County of Broomfield.

**Applicability:** This policy applies to all vendors, companies, and persons (including employees and volunteers or their children, actively soliciting the sale of a product for a school event or non-profit organization). who wish to sell any product or service to City and County employees.

**Procedure:** Vendors wishing to offer products or services to City and County employees must compete for the privilege of doing business with the City and County. Unsolicited vendors (those vendors that do not have a written contract to do business with the City and County) are a distraction to employees and the public, which we serve.

The Department Head will insure that the City and County's purchasing policies and procedures are followed when contracting for the sale of products or services to City and County employees.

The products or services to be sold or distributed to employees must provide a benefit to the citizens of Broomfield. Usually a vendor will propose to remit a percentage of the sales made to employees to the City and County.

The Human Resources Department contracts with companies to provide employee benefits. Only representatives from approved insurance/financial companies are invited to attend meetings or payroll certification to explain specific employee benefits. The companies are reviewed and recommended by the City and County's insurance consultant. The Employee Review Committee reviews the proposed benefit, and an extensive analysis is performed to insure

that the company is financially stable, premium rates are competitive, and the service (based on reference checks with current customers) is of high quality.