

## Buying from 800 Locations Across the City

With 10,000+ employees working in over 800 locations across the city, we understand that finding the business area most suited to your product or service can be challenging.

Visit [www.edmonton.ca](http://www.edmonton.ca) and use the **contact us** tab to find a listing of our departments, branches and many of our staff. Contact City staff anytime, by email or phone to arrange an appointment to discuss your business.

Many of our employees purchase products and services using a corporate credit card or purchase order – enabling them to deal directly with your business for small quantity and low-value purchases. We encourage all employees to request quotes and search for quality sustainable products within their budget.

Employees often search the internet and ask industry professionals or associations for product suggestions and supplier references. Being a member of associations relevant to your business and making your business visible and easy to contact, improves your chances of being seen by City staff, buyers from other large organizations and the buying public.

**Find out more!** The Materials Management Branch hosts “Selling to the City” information sessions for small business owners and managers. Session dates and details are posted on our website [edmonton.ca/sellingtothecity](http://edmonton.ca/sellingtothecity)

*We'd love to know more about your business but please do not visit or send samples without making prior arrangements with our staff.*

Find out more about the  
City of Edmonton and  
Selling to the City



**EDMONTON.CA**

[www.edmonton.ca/sellingtothecity](http://www.edmonton.ca/sellingtothecity)



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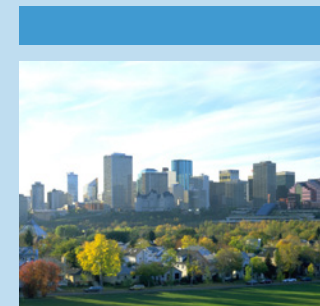
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# Selling to the City

## A guide for Edmonton's business community



# We're Your City & Your Customer!

The City of Edmonton spends over \$1 billion every year on goods, services and construction to keep Edmonton clean, green, safe and growing.

We proudly work with over 5,000 contractors and suppliers. Local businesses provide many of the services, supplies and workforce we need to build and maintain our roadways, facilities, public spaces and support our administration.

Suppliers and contractors are working with us to...

- Care for 10,000 ha parkland and 300,000 trees
- Maintain 5,000 km of roadways and alleys
- Clean, paint and repair our facilities
- Provide products and catering for special events

## Tendering Opportunities

The City of Edmonton, Government of Alberta and many other public organizations post their tendering opportunities on the Alberta Purchasing Connection website. This website lists both high and low value tenders and includes the details of the tender and bidding instructions.

Take a look – you just never know what we're looking for!

**Alberta Purchasing Connection**

[www.PurchasingConnection.ca](http://www.PurchasingConnection.ca)

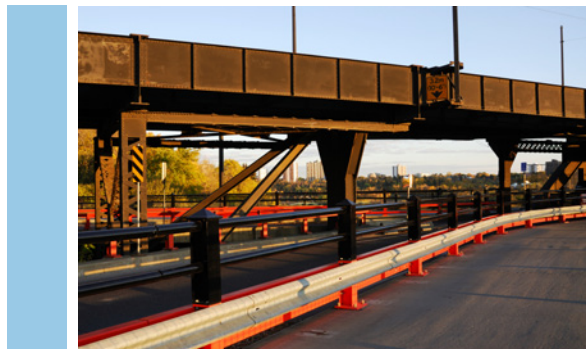
## Local Business

We know that Edmonton has a diverse business community – with suppliers and contractors who can provide the quality products, services, equipment and skilled labour we need.

At the same time, as a corporation, the City's high-value purchases are guided by trade agreements. These same trade agreements also allow local businesses to take advantage of opportunities outside of Edmonton.

For products and services which are below trade agreement thresholds, we encourage staff to purchase from local business.

Read more about trade agreements on our website  
[www.edmonton.ca/sellingtothecity](http://www.edmonton.ca/sellingtothecity)



## Making a Difference with Sustainable Purchasing

We're committed to reducing our impact on the environment and improving our community through social programs, environmental initiatives and sustainable purchasing.

Our sustainable purchasing policy promotes the purchase of products which are environmentally responsible, ethically sourced and come with minimal packaging.

The policy also includes a supplier code of conduct – this ensures that our suppliers are also committed to reducing their impact on the environment and supporting the community.

The policy, code of conduct and tendering process are ways we encourage businesses to integrate environmental and social programs into their business practices. As part of the tender process, you may have the opportunity to highlight and be scored on your environmental and social programs.

