

## ETHICS

Suppliers who transact business with the City of Denton will be dealt with equally and in a manner, which compares with good business practices, professional ethics and the requirements of law. All prospective bidders shall be given identical information. The specifications, terms, and conditions of all bids and quotations will be prepared in a language familiar to the trade and in a manner that will encourage competitive bidding.

No members of the City Council, officers or any employee shall accept any commission, expense paid trip, or anything of material value from any individual, company, partnership, corporation, or any organization supplying or seeking to supply equipment, supplies or services to the City for any purpose except those minor items of nominal value that are widely distributed by the individual company, etc., as part of a public relations or advertising program.

## EQUAL OPPORTUNITY

The City of Denton is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment, business opportunity, or the provision of services.

Minority and small business contractors are encouraged to participate in any and all City of Denton projects.

Purchasing staff is available to answer questions and assist all suppliers in the understanding of the procurement process.

## MATERIALS MANAGEMENT DIVISION

901 B Texas Street, Denton, TX 76209  
Ph: (940) 349-7100 Fax: (940) 293-1837  
Monday thru Friday 8:00 a.m. – 5:00 p.m.

Purchasing e-mail: [purchasing@cityofdenton.com](mailto:purchasing@cityofdenton.com)  
Submit Bids & Proposals: [ebids@cityofdenton.com](mailto:ebids@cityofdenton.com)  
Directions to the Purchasing Department can be accessed at [www.dentonpurchasing.com](http://www.dentonpurchasing.com)  
(Click on the **Directions to our Office** tab on the right)

## PURCHASING STAFF

**Cassandra Ogden**- Director of Procurement & Compliance  
**Jamie Lindsay**- Compliance Officer  
**Lori Hewell**- Purchasing Manager  
**Harsh Oberoi**- CPPO, CPSM- Assistant Purchasing Manager  
**Tabitha Millsop**- Contract Admin. Supervisor  
**Jamie Cogdell**, CTPM- Senior Buyer  
**Jody Word**, CTP – Buyer  
**Suzzen Stroman**- Buyer  
**Kelly Smith**, CTP, CTCM- Assistant Buyer  
**Belinda Hawkins**, CTP - Procurement Assistant  
**Jennifer Bridges**- Procurement Assistant  
**Doritha Cunningham**- Administrative Assistant III

**Vendor appointments are by appointment only.**

## DISTRIBUTION CENTER

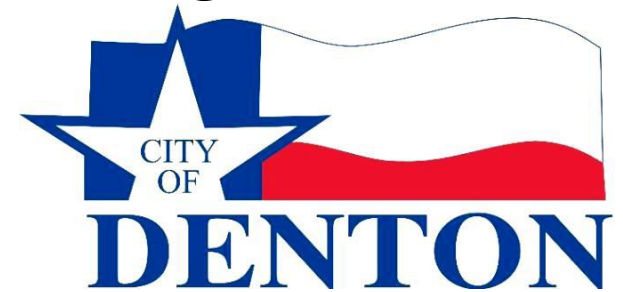
**Laura Hermosillo**, MBA, CMPI- Logistics Supervisor

901 B Texas Street, Denton, TX 76209  
Phone: (940) 349-8437  
[warehouse@cityofdenton.com](mailto:warehouse@cityofdenton.com)

## RECEIVING HOURS

Monday thru Friday 8:00 a.m. – 4:00 p.m.

# City of Denton Materials Management Division



# WELCOME PROSPECTIVE SUPPLIER CONTRACTOR

[www.dentonpurchasing.com](http://www.dentonpurchasing.com)  
ADA/EOE/ADEA

**Would you like to receive notices regarding upcoming solicitations?**

Go to [www.dentonpurchasing.com](http://www.dentonpurchasing.com). Then select the tab on the right to register as a supplier for notifications of upcoming solicitations or to manage your current vendor account. You will receive an email when your application has been approved.

## WELCOME

Welcome to the Materials Management Division of the City of Denton. Like any other municipality, the City must abide by internal procedures as well as statutory regulations. The Materials Management Division, consisting of the Purchasing Office and the Distribution Center, is responsible for purchasing or providing for the purchase of all materials, supplies, equipment, and services for the use of all departments, commissions, and boards comprising the City of Denton.

## SELLING TO THE CITY OF DENTON

The City of Denton has a relatively centralized purchasing system, including the purchase of construction or construction-related services. The Purchasing Office maintains a list of suppliers for most classes of commodities and services regularly purchased by the City of Denton.

**The Purchasing Office is the only entity authorized to issue purchase orders. However, the City of Denton has issued Procurement Cards (MasterCards) to authorized employees for acquisition of goods and services up to specified amounts.**

## PURCHASE ORDERS

The City of Denton uses several types of purchase orders and contracts:

**PURCHASE ORDERS** – Suppliers are expected to faithfully fill orders in accordance with the terms and conditions, specifications, and any applicable bid or proposal.

**STANDING PURCHASE ORDERS** – Standing Purchase Orders are used when the prices quoted are based on “estimated dollar amount or period of time requirements”. They are issued to a specified vendor for a stated period of time during a budget year to purchase goods or services of a general category, and may be used for term contract purchases where the vendor and price is established through the bid process. Orders may be requested by using departments during the contract period.

*Each invoice should reference the purchase order number.*

*City employees should be asked for their City of Denton picture identification card before being allowed to pick up any merchandise.*

## METHODS OF PROCUREMENT

**TELEPHONE QUOTATIONS** are taken for items of value up to \$3,000 or where time limits, sole source or emergency conditions prevail. The supplier should provide a firm price, delivery time, and cash terms. When the award is made, the Buyer may give the successful bidder a purchase order number over the telephone, and a confirming order is emailed to the supplier.

**WRITTEN QUOTATIONS** are requested for items whose value is between \$3,000 and \$50,000.

### FORMAL, SEALED BID PROCEDURES

Formal, sealed solicitation/ RFP procedures are followed for the purchase of items and services costing \$50,000 or more. All solicitation responses including an excel version of the pricing sheet shall be submitted to the City of Denton via email to [ebids@cityofdenton.com](mailto:ebids@cityofdenton.com). Proposals received after the advertised time and date will be rejected or returned unopened to the bidder.

To view addendums, tabulations, and solicitation awards, please visit our website at [www.dentonpurchasing.com](http://www.dentonpurchasing.com). These can also be viewed at the Materials Management office.

## RECEIPT OF BIDS OR PROPOSALS

Solicitations will specify that competitive bids or proposals are to be received by the specified date and hour at the Office of the Purchasing Manager. Under no circumstances will the City of Denton accept bids/ proposals delivered after the date and time specified, or to any other location. Suppliers are also encouraged to attend bid openings when the opening is specified by law.

## PAYMENT

Suppliers must address all invoices to the Accounts Payable Department as indicated on each Purchase Order or at [AccountsPayable@cityofdenton.com](mailto:AccountsPayable@cityofdenton.com). Please reference the Purchase Order number on your invoice. Failure to do so may delay payment.

## TAXES

The City of Denton is exempt from Federal and State taxes. State exemption certificates will be provided by the Purchasing Office, upon request by the supplier.

## DELIVERY OF GOODS

Delivery of goods must be made to the location indicated on each Purchase Order. The City of Denton receives deliveries of goods between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. The supplier shall prepay all shipping charges. The City of Denton will not accept COD orders. Appropriate packing slips containing the shipper's name, exact contents, and Purchase Order number must accompany all shipments. If items are to be shipped from a company or manufacturer other than the one specified on the Purchase Order, it is imperative that this information be included, or the shipment may be refused.