



A Guide for Vendors

The purpose of this guide is to provide a brief insight into the City of Denton's procurement process. The City's Procurement Department's mission is to employ professionalism and continuous improvement principals to achieve stewardship of funds for the taxpayers, provide professional procurement services, utilize best practices while complying with statutes, policies and procedures, and create a fair environment for vendors to foster business relationships and competition for goods and services. While this guide is not all encompassing, it provides the basic procurement policies and procedures.

The City Procurement & Compliance Department, consisting of the Purchasing Office, the Distribution Center, and Compliance, 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.

The Procurement Department is located at:
City of Denton Service Center
901 B Texas Street
Denton, TX 76209
(940) 349-7100

Methods of Procurement

INFORMAL QUOTATIONS are taken by the individual City departments for items less than \$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 a confirming order is emailed to the supplier. FOB destination shipping terms are required.

WRITTEN QUOTATIONS are requested by the individual City departments for items whose value is between \$3,000 and \$50,000 and is required to be on company letterhead. FOB destination shipping terms are required.

FORMAL, SEALED SOLICITATION PROCEDURES are followed for the purchase of items and services costing \$50,000 or more. These submissions should be submitted on the City of Denton forms in the solicitation packet. Open formal solicitations may be downloaded at www.dentonpurchasing.com.

To view solicitations, addendums, and tabulations, plan holders lists and awards, visit our website at www.dentonpurchasing.com. Award and tabulation sheets for RFPs are not made public until after award.

OUR CORE VALUES

Integrity • Fiscal Responsibility • Transparency • Outstanding Customer Service

Supplier Registration for Solicitations

Our goal is to make doing business with the City of Denton as easy and convenient as possible. To register as a supplier in the eBid system, visit www.dentonpurchasing.com and select **Vendor/Supplier Registration or Login**. Once registered, electronic invitations for solicitations will be sent out matching the selected National Institute Governmental Purchasing (NIGP) code(s). This service is provided at no cost to vendors. Supplier registration is unique to the solicitation process, it is not required for informal or written quotes.

State Registration

The responding individual or business must be registered in the State of Texas, or the County of Denton, to provide the products or services required in the solicitation, and the individual or business must have all licensure required by the State to provide any services required under this contact.

To learn how to obtain information about filing with the State of Texas, or obtaining copies or certificates from the Secretary of State visit Webpage: <http://www.sos.state.tx.us/corp/copies.shtml>; Phone 512-463-5578; or email corpcert@sos.state.tx.us.

Methods of Solicitation

The City of Denton utilizes competitive bidding for the contracting of goods and services exceeding \$50,000, unless exempted by State Law.

Invitation for Bids (IFB): Unless exempted by State Law, municipal purchases exceeding \$50,000 go through the sealed bid process. This process includes a legal advertisement, receipt of sealed bids, a public bid opening followed by an award of contract by the City Council. Sealed bids are accepted electronically or in a sealed envelope. However, the preference is submission through the eBid System. The contract must be awarded to the lowest, most responsible and qualified bidder meeting specification at the best value for the City

Request for Proposals (RFP): The document used to solicit proposals from potential providers for goods, services and professional services. Request for Proposals must specify the relative importance of price and other evaluation factors. An evaluation committee will determine the vendor most reasonably suitable for award. May include a provision for the negotiation of Best and Final Offers.

Request for Qualifications (RFQ): The document used to solicit qualifications from potential providers of a professional service. Request for Qualifications must demonstrate competence and qualifications to perform the services described in the RFQ. An evaluation committee will determine the most qualified firm and then a reasonable price will be set.

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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.

The Purchasing Office will receive and accept electronic bids. **Submissions shall be submitted electronically to ebids@cityofdenton.com prior to the due date and time designated in the solicitation document until July 1, 2019. Starting July 1, 2019, all bid responses will be exclusively accepted through Ion Wave.**

BIDS THAT TAKE ANY EXCEPTIONS TO OUR SPECIFICATIONS WILL NOT BE FURTHER CONSIDERED.

Insurance

The City requires insurance coverage to be provided by the contractor, lessee, etc. Insurance requirements are incorporated into the specifications of a solicitation as needed. Contractors who engage subcontractors shall ensure their subcontractors procure and maintain the same insurance coverage required by the contractor. **INSURANCE REQUIREMENTS CANNOT BE WAIVED.** Please consult with your insurance agent prior to submitting a bid to determine whether or not you will be able to secure the necessary insurance.

Invoicing and Payment

Suppliers must address all invoices to the Accounts Payable Department as indicated on each Purchase Order or at AccountsPayable@cityofdenton.com. Please reference the City of Denton Purchase Order Number on the invoice. Failure to do so may delay payment.

Payment terms are Net 30 days. All checks are mailed on Fridays of each week.

Tax Exemption

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.

Ethics

Suppliers who transact business with the City of Denton are treated equally and in a manner which exemplifies good business practices, professional ethics, and the requirements of the law. All prospective bidders are provided identical information. The specifications, terms, and conditions of all bids and quotations are prepared in a language familiar to the trade and in a manner that encourages competitive bidding.

City of Denton employees are not allowed to accept gifts from vendors. This includes paying for meals. If you customarily send a token of appreciation to your customers, the City asks that you do not send any item to City employees or offices.

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