



City of Denton Procurement

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A Guide for Suppliers

The purpose of this guide is to provide a brief insight into the City's procurement process. The 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 suppliers 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 Procurement Department consists of two main divisions: Purchasing and the Distribution Center. The Purchasing department manages the procurement of goods and services for the City and is responsible for assisting all City departments in the solicitation and contracting of various goods and services needed to serve Denton residents.

Methods of Procurement

INFORMAL QUOTATIONS are taken by the individual City departments for items less than \$3,000. 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.

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. City departments must follow Texas State Law requiring Historically Underutilized Businesses (HUB) involvement.

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 electronic bid(ebid) system (IonWave) at [Denton Supplier Registration](#). You can view all solicitations, addendums, and tabulations, plan holders lists and awards

Supplier Registration for Solicitations

The department's goal is to make doing business with the City of Denton easy and convenient. To register as a supplier in the eBid system, visit [Denton Supplier Registration](#) and **select Supplier Registration or Login**. This service is provided at no cost to suppliers.

Once registered, electronic invitations for solicitations will be sent out matching the selected National Institute Governmental Purchasing (NIGP) code(s). NIGP codes can be found here -

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<https://mycpa.cpa.state.tx.us/commbook/> Supplier registration is unique to the solicitation process and 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 required licenses by the State.

To learn how to obtain information about filing with the State of Texas, or obtaining copies or certificates from the Secretary of State 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 method used to solicit proposals from potential suppliers 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 supplier most reasonably suitable for award. May include a provision for the negotiation of Best and Final Offers.

Request for Qualifications (RFQ): The method used to solicit qualifications from potential suppliers 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.

Solicitation Process

Receipt of bids or proposals

Solicitations will specify that competitive bids or proposals are due to the City's Purchasing Office by the specified date and hour. 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. Currently, the City is only accepting electronic bids through the eBid system.

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Evaluation and Award

It is the policy of the City of Denton to purchase from suppliers who have adequate financial strength, management and service capabilities, high ethical standards and integrity, and the ability to provide materials which consistently meet the City's requirements and are otherwise qualified and eligible to receive an award under applicable laws and regulations.

Contracts shall be awarded with reasonable promptness to the supplier whose bids meets the requirements and criteria set forth the in the bid.

A notice of intent to award and final tabulation sheets will be issued in the eBid system to all suppliers that submitted a response before council award.

Solicitation Timeline & Matrix

	IFB	RFP	RFQ
Public Opening	Yes	No	No
Evaluation and Award	1 week	2-3 weeks	2-3 weeks
Contract Negotiations	2 weeks	2-3 weeks	2-4 weeks
Council Award	4 weeks	4 weeks	4 weeks

Insurance

The City requires insurance coverage to be provided by the supplier, lessee, etc. Insurance requirements are incorporated into the specifications of a solicitation as needed. Suppliers who engage subcontractors shall ensure their subcontractors procure and maintain the same insurance coverage required by the supplier. The City of Denton insurance requirements are as follows:

- General Liability, \$1,000,000 minimum
- Automobile Liability, \$500,000 minimum
- Worker's Compensation Insurance
- The certificate(s) shall list the City of Denton as the additional insured as an endorsement.
- Waiver of Subrogation endorsement on all three policies

Invoicing and Payment

Suppliers shall submit and address all invoices to the Accounts Payable Department as indicated on each Purchase Order. Please reference the City of Denton Purchase Order Number on the invoice. Failure to do so may delay payment. Suppliers are encouraged to sign up for Automatic Clearing House (ACH) to receive payment faster. **Payment terms are Net 30 days.**

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All purchases are made through Free on Board (FOB) destination, where the supplier maintains responsibility (title) until the merchandise reaches its destination as noted on the PO. The cost of shipping and the risk of loss are borne by the supplier.

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.

Women and Minority Business Enterprise Program

The City is committed to inclusion of minority and women owned businesses. The department is currently working to establishing a program in addition to meeting State Law requirements. The Purchasing Department recommends suppliers ensure they are registered through the State of Texas and the City's Supplier Registration System which both provide opportunities to do business with the City.

State Supplier Registration: <https://comptroller.texas.gov/purchasing/supplier/registration/>

City of Denton Supplier Registration: <https://dentontx.ionwave.net/Login.aspx>

The City of Denton reaffirms that it will not, nor will its suppliers, discriminate on the basis of race, color, religion, national origin, or gender in the award and performance of contracts. The City also states that nothing herein shall be construed to authorize or require expenditure of funds for goods and services, construction, and professional services apart from normal and statutory purchasing processes.

Ethics

Suppliers who transact business with the City will be treated equally and, in a manner, which follows good business practices, professional ethics, and the requirements of law. All prospective solicitation respondents shall be given identical information. The specifications, terms and conditions, and general provisions of all solicitations will be prepared in a language familiar to suppliers and in a manner that will encourage competitive bidding.

No Gifting Policy

City of Denton employees are not allowed to accept gifts from suppliers. 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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