



*“How to Do Business with the
City of Grand Prairie”*

FEBRUARY 8, 2022

INTRODUCTION

- The City continually utilizes goods and services ranging from paper clips to heavy equipment.
- We hope this information provides a shortcut to understanding the City's basic policies and procedures to getting your products and services to the City.



“OUR MISSION”

FINANCE & PURCHASING DEPARTMENT

- To procure goods and services for City departments, effectively and timely;
- Comply with all state and federal laws,
- Evaluate available opportunities in pursuit of optimizing taxpayers' money.



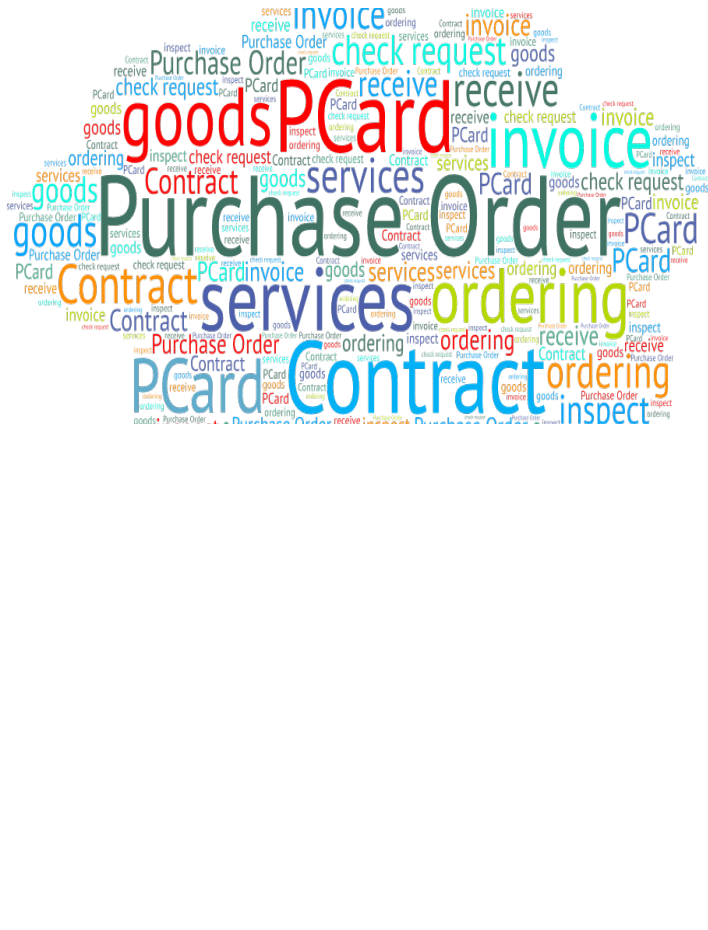
“HOW WE PURCHASE”

The City obtains products and services through:



- **Small dollar purchases** < \$3,000 does not require quotes. The City utilizes procurement cards for those purchases under \$250.00 or issues a purchase order.
- **Informal bids-** \$3,000 - \$49,999, requires a minimum of three quotes obtained by departments or Purchasing via fax, email, or online through Public Purchase,
- **Formal competitive sealed bids and proposals-** Request for Bids (RFBs) and Requests for Proposals (RFPs) valued at \$50,000+ are prepared and posted on Purchasing's online website, www.publicpurchase.com .

“HOW WE PURCHASE”



The City also obtains products and services through:

- **Cooperative/Interlocal Purchasing** – other national and government entities have awarded contracts for widely used goods and services through a competitive process and the City is allowed to piggy-back on those contracts under the same terms and conditions,
- **Price Agreements** – these are awarded through the same competitive bid process. We promise a vendor we will buy a particular product or service from them and in turn the vendor guarantees to hold pricing or percentage discount for a specific period, usually one year.

INTERNET WEBSITE

WWW.GPTX.ORG

For Purchasing Department, click on **“City Government”**, then **“City Departments”** and **“Purchasing”**.

You will find:

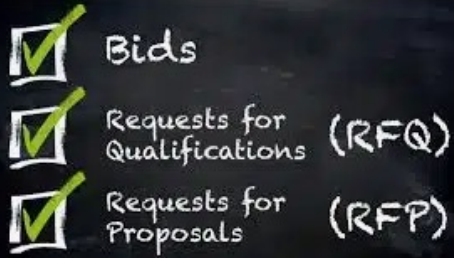
- Current Bid Opportunities
- Current City Price Agreement Contracts
- Vendor Registration information
- Purchase Order Standard Terms and Conditions



“PUBLIC PURCHASE”

An e-procurement system maintains vendor lists, distributes and receives bids and addenda, answers question concerning bids and posts bid results and awards electronically. A link is on our website, or you may access their site directly at www.publicpurchase.com.

- ❑ Registration is **FREE**. Benefits include:
- ❑ Online bid submission, posting of questions and responses,
- ❑ Automatic e-mail notification of bids,
- ❑ Automatic notification of changes/addenda to bids via e-mail
- ❑ Help system for any questions – vendorsupport@publicpurchase.com
- ❑ Easy tools for updating and maintaining your company information (mailing address, e-mail and name changes.



“HOW TO RECEIVE INVITATIONS TO BID”

- ✓ Bids (sealed and some informal) are available on www.publicpurchase.com through the Purchasing website:
- ✓ Vendors receive automatic e-mail notifications of available bids,
- ✓ Vendors also receive automatic notification via e-mail of any changes/addenda to a bids,
- ✓ Bids are also available at Purchasing Office, 300 W. Main St.
- ✓ Request bids - email to purchasingfax@gptx.org or email buyer listed on bid notification. (include Bid Number and Title),
- ✓ Addenda to bids are noted on Public Purchase's website and emailed to those vendors who pick up or had requested specifications directly from the Purchasing Office.

“HOW TO SUBMIT YOUR BID”

- ✓ May be submitted online through Public Purchase; or you may submit a hard copy directly to the Purchasing Division office, as directed in the solicitation packet.
- ✓ All bids, online and hard copy, are due by the time shown in the specification on the bid closing date unless otherwise noted.
- ✓ Late bids are not accepted and will be returned to the vendor unopened.



"HOW BIDS ARE AWARDED"

- **Informal bids** – departments submit to Purchasing along with supporting documentation for approval. Upon approval, a purchase order will be sent to the vendor.
- **Sealed bids** - received by Purchasing and forwarded to the department. Departments accept the lowest bid to responsible bidder or evaluates and scores the bid (committee determines "best value"). Can not be negotiated.
- **Request for Proposals** - evaluated and scored, then submitted to City Council with recommendation for award. Award based on criteria, i.e., technical requirements, resources, etc.
Cost is not the primary factor. Can be negotiated.
- Awards valued \$50,000+ requires City Council approval.



“INSURANCE REQUIREMENTS”



- Entering City property or public ROW to provide services requires General Liability, Auto Liability, and Worker's Comp Insurance.
- Proof of coverage is provided in the form of a Certificate of Insurance, naming City of Grand Prairie as an additional insured.
- Insurance must be reviewed and approved before any work can commence.

“MINORITY AND WOMAN OWNED BUSINESSES” (M/WBE) AND “HISTORICALLY UNDERUTILIZED BUSINESSES” (HUB)

- To promote minority vendor participation in the bidding process, purchases between \$3,000 - \$49,999 are required to contact a minimum of two HUB businesses from the State Comptroller's list on a rotating basis.
- Only formal sealed bids require submission of M/WBE or HUB certification.
- The City of Grand Prairie does not certify businesses with a M/WBE or HUB status.
- We accept State of Texas or other government/quasi-government M/WBE or HUB certification for awards valued \$50,000+



“WHAT DOES THE CITY EXPECT FROM THE VENDOR?”



- Demonstrate honesty and integrity,
- Deliver quality products and services on time and as ordered,
- Possess adequate facilities, equipment, materials and labor force necessary to meet obligations.

“CONSTRUCTION PROJECTS”

- The majority are issued through the Public Works Dept which maintains its own bidders list and administers all architect and engineering contracts.
- All interested bidders can call the Engineering Division at (972) 237-8141.





QUESTIONS?

