

## Our Mission

**To Purchase** goods and services for City Departments, effectively and timely

**To Comply** with all state and federal laws

**To Evaluate** available opportunities in pursuit of optimizing taxpayers' money

## How We Purchase

The city obtains products and services through:

1. Procurement Cards: purchases < \$3,000
2. Informal bids: \$3,000 - \$49,999, requires a minimum of three quotes obtained by departments or Purchasing via email or online through Public Purchase. Two of the three solicited should be HUB or M/WBE certified.
3. Formal competitive sealed bids and proposals: \$50,000+, Request for Bids and Request for Proposals valued at \$50,000+ are prepared and posted on [www.publicpurchase.com](http://www.publicpurchase.com).
4. Cooperative Purchasing: Other government entities have awarded contracts for widely used goods and services through competitive process and the City is allowed to piggy-back on those contracts under the same terms and conditions.
5. Price Agreements: These are awarded through the same competitive bid process. We promise a vendor we will buy all of a particular product or service from them and in turn the vendor guarantees to hold pricing or percentage discount for a specific period of time, usually one year.

Price agreements for current bid awards can be seen at [www.gptx.org/bids](http://www.gptx.org/bids)

## PublicPurchase.com

The City of Grand Prairie utilizes Public Purchase for the maintenance of an automated vendor list. This list categorizes each vendor by commodity codes for the specific goods or services offered by the vendor. Businesses who have subscribed to the vendor list are notified by email whenever a formal sealed bid has been issued for the commodity or service offered by the vendor. To have your firm placed on the vendor list, visit [www.PublicPurchase.com](http://www.PublicPurchase.com) for details.

**Public | Purchase™ Registration is free** and you will receive notification of bids, addendums, and other information, as well as the capability to download the bid documents and bid online! Participation in the Public Purchase system is not a requirement for doing business with the City of Grand Prairie. If you choose not to register with Public Purchase, you will not receive automatic notification of bid opportunities. You will still be able to get bid information by visiting the Purchasing Office located at 300 W. Main Street, or by contacting the responsible buyer by phone or e-mail.





## Ways to Receive Invitations to Bid

1. Bids are available on [www.publicpurchase.com](http://www.publicpurchase.com)
  - a. Vendors receive automatic email notifications of available bids and of any changes/addendums to a bid
2. Bids are also available at the Purchasing Office, 300 W. Main Street

Request for Bids should be emailed to [purchasingfax@gptx.org](mailto:purchasingfax@gptx.org) or emailed to the buyer listed in the bid notification. Be sure to include Bid number and title.

Addendums to bids are posted on Public Purchase's website and emailed to those vendors who pick up or had requested specifications directly from the Purchasing Office.



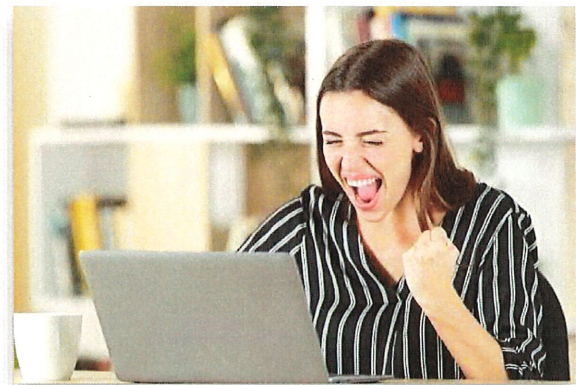
## Ways to Submit your Bid

1. Online through Public Purchase
2. Send or deliver a hard copy to the Purchasing Office

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 of responsible bidder or evaluates and scores the bid, if it is a best value bid. Cannot be negotiated.
- RFP responses - evaluated and scored, then submitted to City Council with recommendation for award. Award based on criteria. 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 the City of Grand Prairie as an additional insured. Insurance must be reviewed and approved before any work can commence. Contracted vendors must submit insurance to Purchasing Office. Non-contracted vendors must submit insurance to departments prior to service commencement.

## Minority/Women Business Enterprises (M/WBE) and Historically Underutilized Businesses (HUB)

To promote minority vendor participation in the bidding process, the City is required to contact a minimum of two M/WBE or HUB businesses 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.

### Construction Projects

These projects are mostly issued through the Public Works Department, 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.



### Purchasing Office

**Address:** City Hall, 300 W. Main Street, Grand Prairie, Texas 75050

**Email:** [purchasingfax@gptx.org](mailto:purchasingfax@gptx.org)

**Phone:** 972-237-8269

Note: For Current Bid Opportunities, Current City Price Agreement Contracts, Vendor Registration Information, and Purchase Order Standard Terms and Conditions visit [www.gptx.org/purchasing](http://www.gptx.org/purchasing).



Grand Prairie  
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## EXHIBIT A

Standard Insurance Requirements						
Agreement Type (Standard)	Commercial General Liability	Automobile Liability	Workers' Compensation & Employer's Liability	Professional Liability	Builders Risk	Other Insurance
Purchase of goods less than \$50,000 (except IT or software related)	\$500K per incident, \$1M aggregate					
Purchase of goods of more than \$50,000 (except IT or software related)	\$1M per incident, \$2M aggregate					
Services - Trades (plumbing, electrical, janitorial, etc)	\$1M per incident, \$2M aggregate	\$1M combined single limit	Statutory Amount			Payment/Performance/Maintenance Bonds
Professional Services & Consultants (except IT or software related)	\$1M per incident, \$2M aggregate	\$1M combined single limit	Statutory Amount \$1M - Employer's liability	\$1M per incident, \$2M aggregate		
Construction/Public Works	\$1M per incident, \$2M aggregate	\$1M combined single limit	Statutory Amount \$1M - Employer's liability	\$1M per incident, \$2M aggregate (if applicable)	Limit set at the value of the completed construction project	Payment/Performance/Maintenance Bonds; \$5M Excess Coverage if project is over \$1M
IT related software, goods and services	\$1M per incident, \$2M aggregate	\$1M combined single limit	Statutory Amount \$1M - Employer's liability	\$1M per incident, \$2M aggregate		Crime: \$1M per incident; Cyber: \$1M per incident
Airport Leases	Consult with City Attorney's office					
Required Endorsements	<ul style="list-style-type: none"> <li>Additional Insured</li> <li>Waiver of Subrogation</li> <li>Notice of Cancellation</li> </ul>	<ul style="list-style-type: none"> <li>Additional Insured</li> <li>Waiver of Subrogation</li> <li>Notice of Cancellation</li> </ul>	<ul style="list-style-type: none"> <li>Waiver of Subrogation</li> <li>Notice of Cancellation</li> </ul>	<ul style="list-style-type: none"> <li>Notice of Cancellation</li> </ul>	<ul style="list-style-type: none"> <li>Notice of Cancellation</li> <li>Loss Payee</li> </ul>	<ul style="list-style-type: none"> <li>Notice of Cancellation</li> </ul>

note: City Manager's Office may waive any insurance requirements for low cost/low risk contracts

## **W/MBE Certification**

You can receive a Women-owned Business Enterprise or Minority Business Enterprise certification through the State of Texas or other government/quasi-governmental agencies.

To qualify as a WBE or MBE you must meet the following requirements:

- Firm must be at least 51% owned or controlled by a minority or women
- The minority or woman owners must be citizens of the United States or lawfully admitted, permanent resident of the United States
- Firm must be organized as a for-profit business and registered in the State of Texas

To qualify as a W/MBE you must be a member of a socially disadvantaged group:

- Women
- Black Americans
- Hispanic Americans
- Native Americans
- Asian Pacific Americans
- Asian Indian Americans

Note: All minority female owned firms are classified as MBEs.

North Central Texas Regional Certification Agency (NCTRCA) is a great resources and can certify businesses. You can visit [nctrca.org](http://nctrca.org) to start the certification process or call (817) 640-0606 for more information.

## **HUB Certification**

To receive certification as a Historically Underutilized Business, you must apply through the Texas Comptroller's Office using their Statewide HUB Program, <https://texashub.gob2g.com/>. You can call 512-463-5872 for more information.

An applicant owner must provide proof of 51 percent ownership and control of the day to day operation of the business. The owner must be an economically disadvantaged person meeting eligibility as a(n):

- Asian Pacific American,
- Black American,
- Hispanic American,
- Native American,
- American woman, and/or
- Service-Disabled Veteran with a service-related disability of 20% or greater.

The applicant/owner must:

- be a U.S. Citizen and prove at least one year of Texas residency,
- prove control of the day to day operations, and
- hold company title equivalent to ownership and control requirements

The applicant business must:

- be primarily based in Texas,
- prove its principal place of business is in Texas,
- be a for-profit entity that has not exceeded the size standard prescribed by 34 TAC §20.294.



## Historically Underutilized Business (HUB) Benefits of Certification

### **What is a Historically Underutilized Business (HUB)?**

<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2161.htm#2161>

The term “Historically Underutilized Business” is fully defined in the State of Texas Government Code Chapter 2161. The definition can be roughly simplified to state that a HUB is a company that is owned by one or more economically disadvantaged persons, including Asian Pacific Americans, Black Americans, Hispanic Americans, Native Americans, service-disabled veterans, and women.

### **Why Register as a HUB?**

<https://statutes.capitol.texas.gov/Docs/LG/htm/LG.252.htm>

The State of Texas Local Government Code Sec. 252.0215 requires municipalities to contact at least two Historically Underutilized Businesses, based on information provided by the comptroller, for any purchase between \$3,000 and \$50,000. Other types of government agencies, such as counties and school districts, have requirements to contact HUBs included in other State statutes.

### **What are the benefits of HUB Certification?**

<https://comptroller.texas.gov/purchasing/vendor/hub/certification-process.php>

- HUB certification is ***free of charge and good for up to four years***, provided that the business continues to meet the eligibility requirements.\*
- Only certified HUBs are listed in the online Texas HUB Directory. State agencies use the HUB Directory in conjunction with the Comptroller's Centralized Master Bidders List (CMBL) to solicit bids from certified HUBs for state purchasing and public works contracts. Prime contractors also use the HUB Directory to identify HUBs to whom they will send notification of their subcontracting opportunities.
- The Texas HUB Directory is also searched by vendors looking for certified HUBs to include in their subcontracting plans for projects of \$100,000 or more.
- Increased exposure to the general public as well as other entities that have a supplier diversity program, and are searching for minority-owned, woman-owned and service-disabled veteran-owned businesses.

\*Vendors may also receive HUB certification by way of a certification memorandum of agreement the Statewide HUB Program has entered into with other local governments or nonprofit organizations (<https://comptroller.texas.gov/purchasing/vendor/hub/certification-agreements.php>).

### **Where can I register as a HUB?**

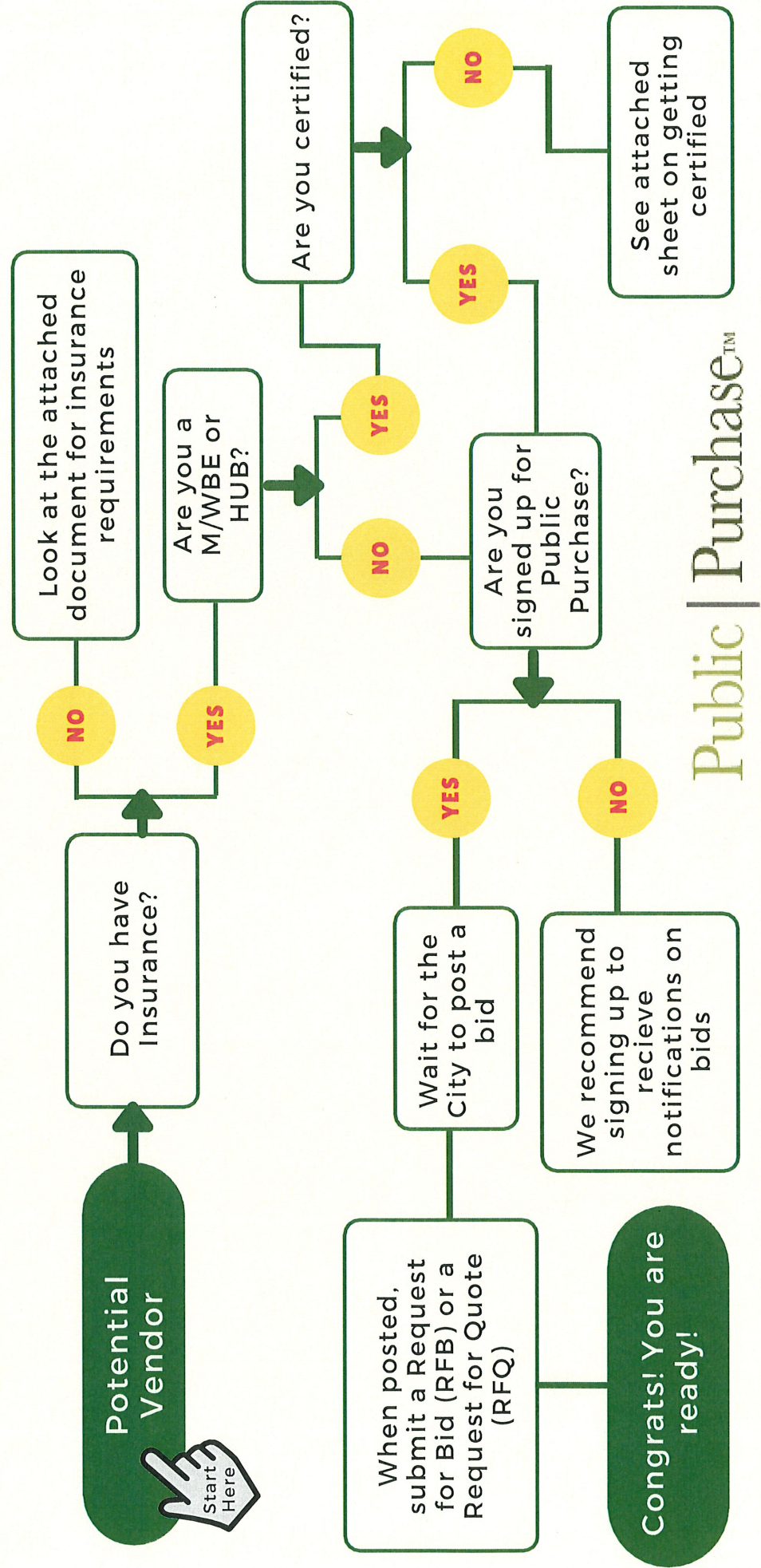
- Texas Statewide HUB System: <https://texashub.gob2g.com/>
- Dallas Fort Worth Minority Supplier Development Council, Inc.: <https://dfwmsdc.com/>





# ARE YOU READY TO BECOME A VENDOR?

The City of Grand Prairie



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