HOW TO DO BUSINESS

WITH THE

CITY OF ALLEN

A GUIDE FOR VENDORS

City of Allen
Purchasing Division
305 Century Parkway
Second Floor
Allen, TX 75013
214-509-4626
www.cityofallen.org

Debra Morris, Purchasing Manager
214-509-4630

Mindy Gallegos, Contracts Administrator
214-509-4631

Rosanne Lemus, Buyer
214-509-4633

City of Allen City Hall

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POLICY STATEMENT

Purchasing attempts at all times to maintain goodwill between the City government and the business community.

BID INFORMATION

To register as a supplier in the **Electronic Bidding System**, visit: www.CityofAllen.org/Purchasing, select *Business, under Vendor Resources select Vendor registration, and Supplier registration.* After registration approval, electronic notifications will be sent to registered suppliers on current bidding opportunities. This service is available at no fee to the vendor. You may also view our current bid notices at www.CityofAllen.org/Purchasing. Registration for E-bidding is unique to the bid process. Vendor registration to view purchasing and accounts payable by the City of Allen is a separate registration. Links are provided for each registration on the City website.

Public Advertising: Purchases and contracts involving the expenditure of more than $50,000 require public notice of the time and place where sealed bids or proposals will be received. All public notices will be advertised in the "official newspaper" for the City as determined by the Allen City Council, as well as various other advertising methods. Bid notices may also be found on the City of Allen website at www.CityofAllen.org/PurchasingThe City of Allen electronic bidding system provides all bidding documents available at no cost: https://customer.ionwave.net.

PROCUREMENT METHODS

The City of Allen employs the following methods to procure goods and services:

Purchases in amounts of $1 - $3000 may be made on the basis of one (1) quotation by the using departments of the City.

Purchases in amounts of $3001 - $49,999.99 may be made on the basis of a minimum of three (3) quotes by the Purchasing Division or the using departments of the City.

Purchases in the amounts of $50,000 or greater are subject to requirements of the competitive bid process, unless specifically exempted by State Law.

Purchase Orders are issued by the City Purchasing Division to make all purchases.

Supply Contracts are established through a competitive bid process to purchase goods and services at a fixed price or a fixed term for a specified period.

Service Agreements are contracts for service and repair of equipment generally established annually or at the acquisition of the equipment.

Price Agreements are used to establish a qualified contractor listing for items/services that are purchased repetitively over a period of time, but cannot be quantified.

BIDDING METHODS

The City of Allen utilizes competitive bidding for the contracting of goods/services over $50,000 unless exempted by State Law.

Invitation for Sealed Bids: All documents used to solicit competitive sealed bids. 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. The contract must be awarded to the lowest most responsible bidder meeting specifications at the best value for the City.

Request for Proposals: 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.

SUBMISSION OF BIDS

Sealed bids must be received in the Purchasing Division prior to the due date and time or they will be considered to be non-responsive. Bids received after the due date/time or faxed bids will not be accepted.

Specifications: It is incumbent upon the City to develop specifications that promote competition while at the same time ensure our operating needs are met. To promote fair competition, it is paramount that vendors are competing on a level playing field. We evaluate bids responsive to our specifications, and then we go to the lowest bid and ask ourselves "Is this a responsible vendor?" If we determine that the lowest bid to meet spec was from a "responsible" vendor that is the bid we are required by law to accept.

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

BID EVALUATION & AWARD

If the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder who provides good or services at the best value for the City.

In determining the best value, the City may consider:

- the purchase price;
- the reputation of the bidder and of the bidder's goods or services;
- the quality of the bidder's goods or services;
- the extent of which the goods or services meet the needs;
- the bidder's past relationship with City;
- the total long term cost;
- any relevant criteria specifically listed in the request for bids or proposals.

It is the policy of the City to purchase from suppliers who have adequate financial strength, management and service capabilities, high ethical standards and integrity, 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.

Award Notification: Official notification of a purchase award can only be made by the Purchasing Division. Notice of award given by any other agency of the City may be premature and inaccurate.

Partial awards: Unless the bid document specifies otherwise, Purchasing may award a contract for any item/group of items shown on the bid request.

Reservations: The City expressly reserves the right to waive any informality, defect, irregularity or informality in any offer of solicitation procedures. Reject any and all bids, or portions of bids, reissue a bid request, extend the bid opening date/time, procure any item by other means, increase/decrease the qty specified in the bid invitation, unless the bid specifies otherwise.

INVOICING AND PAYMENT REQUIREMENTS

Please submit all invoices to the City of Allen Finance Dept, 305 Century Pkwy, Allen, TX 75013.

Payment terms/inquiries: Payment terms are Net 30 days. Please direct any payment questions to the mailing address noted above or you may call 214-509-4639.

VENDOR SELF SERVICE

Vendor Self Service (VSS) provides vendors with web-based access to information stored in the Accounts Payable and Purchasing database. Using VSS, vendors can enter and maintain contact and remittance information, discounts, designated contact persons, and a list of commodity codes that represent the goods and services provided.

VSS allows vendors to search for and view 1099 data, purchase orders, invoices, contracts and checks.

TAX EXEMPTION

The City is exempt from payment of federal excise and transportation taxes, as well as Texas State or local sales and use taxes.

INSURANCE/BONDING REQUIREMENTS

Many City of Allen bids will have insurance and bonding requirements as part of the specifications, or contract, mailed with the bid. THE BONDING AND INSURANCE REQUIREMENTS IN A BID **CAN NOT** BE WAIVED. You are expected, if awarded the contract, to furnish us with an insurance certificate satisfying ALL requirements

Allen Event Center