



## **SELLING TO THE CITY OF EULESS**

### **GENERAL PURCHASING POLICIES**

The City of Euless is committed to the competitive bidding system obtaining goods and services utilizing the “best value” method as allowed by statute. The function of the Purchasing Division is to obtain supplies and services in the most cost effective manner and to ensure equitable access by and treatment of the business community in their commercial relations with the City.

Persons using this information are cautioned that the purpose is to provide a quick overview of the key procedures and policies of the City and to answer some of the most frequently asked questions.

The City of Euless demands the highest ethical standards of conduct from City employees and businesses dealing with the City. Certain kinds of conduct such as offering gifts, gratuities or discounts to City employees to influence their decisions in the purchasing process are expressly prohibited. Any person proposing to do business with the City of Euless should carefully examine the ethics provision of the Policy and ensure that at all times the standards are observed.

City policies also enable the City to debar and suspend a supplier on a variety of grounds. Persons doing business with the City are cautioned to inform themselves regarding these policies and should conduct themselves accordingly.

### **WHO CAN DO BUSINESS WITH THE CITY?**

Any person, corporation or firm is eligible under most circumstances to do business with the City.

The city is currently utilizing Demandstar.com for bid announcements.

### **HOW DOES THE PURCHASING DIVISION SOLICIT BUSINESS?**

There are three methods used, each with its own solicitation and award procedures.

1. A formal, sealed Invitation for Bid is the usual method used when public competition is sought for requirements of more than \$50,000.00. When this procedure is used, the contract award is based upon “best value.” Any evaluation criteria that the City will use will be set out in the Invitation. Bids that are unresponsive i.e. deviate substantially from the terms, conditions or specifications, or bids that are not responsible will not be considered. Bids submitted are opened in public immediately after the time and date set for the final receipt of bids.



2. A Request for Proposals (an R.F.P.) is the usual method used for competitive purchases of more than \$50,000 and for when an award based on price alone is not practicable or advantageous to the City. Proposals are evaluated and awarded on the basis of criteria such as high technical factors, identified in the RFP. Requests for Proposals are not open to the public until after contract award. RFPs are normal used for the purchase of insurance or various types and technology equipment.
3. Request for Quotations will be used for purchases of less than \$50,000 when an Invitation for Bid or a Request for Proposal is not used. A Request for Quotation is a more simplified process and may be oral, oral and confirmed in writing, or in writing as required by the Purchasing Division. Quotations are not opened in public. Departments are authorized to obtain quotes from \$3,000 to \$50,000 but require purchasing review and approval.

### **CAN CITY EMPLOYEES OTHER THAN THOSE IN THE PURCHASING DIVISION MAKE PURCHASES?**

YES, where the purchase is less than \$50,000.00 and is not otherwise restricted; authority has been delegated to user departments by the Purchasing Division. Departments must follow state statute and solicit three bids (two from HUB vendors if available) if the purchase cost is between \$3,000 and \$50,000. Although certain purchasing privileges may be delegated to other City employees, all purchases are subject to review and approval by the Purchasing Division prior to payment.

### **CAN THE CITY PURCHASE WITHOUT COMPETITION?**

Yes; in certain circumstances. The City may purchase without competition where a single source is justified. When there is an emergency condition, the City may purchase with such competition as is practicable in consideration of the circumstances and as allowed by State Law.

### **HOW ARE POTENTIAL BIDDERS SELECTED?**

While the City endeavors to notify all eligible bidders on its lists with regard to purchase by Invitation for Bid and Requests for Proposals, the City does not accept responsibility for failing to notify a particular bidder. The responsibility for keeping informed of City solicitations rest solely on members of the business community. In order to assist in making this information available, any person may call the Purchasing Division at (817) 685-1447 for a summary of current solicitations, or may review Bid Notices and RFPs on the City Web site. In addition, formal bids or proposals exceeding \$50,000 are published once a week, for two consecutive weeks, in the "Fort Worth Star Telegram", a local Fort Worth newspaper.

The Purchasing Division reserves the right to secure evidence to its satisfaction that any bidder possesses the necessary resources to perform the contract.

### **IS THE TIME AND DATE FOR RECEIPT EVER CHANGED?**



Yes. Whenever circumstances make it necessary to do so, the date and time may be changed. The change may be initiated by the Purchasing Division or may be requested by a person wishing to respond to a solicitation. Extensions are rarely granted less than 48 hours prior to the time and date set for final receipt of responses. All such changes are made by the City in writing to all persons shown as having been issued purchasing documents.

### **CAN MODIFICATIONS, CORRECTIONS OR WITHDRAWALS BE MADE TO A BID, PROPOSAL OR QUOTATION?**

Yes. Modifications or corrections may be made in writing and received by the Purchasing Division prior to the time and date set for final receipt of responses to solicitations. Bids may be withdrawn at anytime in person or by written request prior to bid opening. Proof of identification may be required.

### **WHEN MUST BIDS BE RECEIVED?**

To be considered, all bids, proposals and quotations must be received in the Purchasing Division (Unless another site is referenced) prior to the time and date set for receipt, or any extension in writing by the Purchasing Division. Late submissions will not be accepted regardless of the reason. Late bids received by mail may be returned unopened.

The address of the Purchasing Division is:

City of Euless  
Purchasing Division  
201 N. Ector  
Euless, TX 76039                      phone: 817-685-1447

### **WHO MAY BE PRESENT AT A PUBLIC OPENING?**

Anyone may be present where submissions are to be opened in public.

### **WHO AWARDS CITY CONTRACTS?**

Where a purchase is commenced by Request for Quotations, either oral or written, the purchase is finalized by the Purchasing Manager. Where a purchase greater than \$50,000, is commenced by Invitation for Bid or Request for Proposals, the award is made by the Mayor and City Council.

### **WHEN DOES THE CITY TERMINATE A CONTRACT?**

The City has the right to terminate a contract for any failure by the Contractor to perform, or for any reason specified in the contract. Specific conditions of termination or cancellation are included in the solicitation documents.



## **CAN A CONTRACTOR BE DEBARRED OR SUSPENDED FROM BIDDING?**

Yes. If a contractor is dishonest, breaches a contract or fails to meet the ethical standards of City Policy, the contractor may be suspended for one year or debarred indefinitely.

## **HOW CAN I FIND OUT ABOUT THE RESULTS OF CURRENT SOLICITATIONS?**

If a solicitation takes place by Invitation for Bid and the bids are to be opened in public, a summary of the submissions can usually be obtained by telephoning (817) 685-1447. By contacting the assigned buyer, after such bids have been tabulated and analyzed by the Purchasing Division. If the number of prices makes it impractical to read them over the telephone, a copy of the bid tabulation will be made available upon request. Preparation of bid tabulation may require up to two days to complete. Tabulations will be posted on the city's website when available.

If a solicitation takes place by Request for Proposal, the proposal is opened in public to announce the proposer's name only. The contents of the proposal are kept confidential during the negotiation process. All proposals shall be open for public inspection after contract award, except for trade secrets and confidential information contained in the proposal and identified by the offer as such.

## **HOW DOES THE CITY DISPOSE OF SURPLUS?**

The City disposes of surplus goods by auction, by Offer of Surplus Goods for Sale (Request for Quotation), or Invitation for Bid depending on the value of the supplies and circumstances. Interested parties may register with the current auctioneer. Call Purchasing for details of upcoming auctions.

This document is produced by:

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