

City of Deport Business Guidelines

Effective 3/01/2017



Where to Obtain ITB/RFP (Proposal) Information

- Specifications and all applicable documents for sealed bids may be secured online at <http://www.cityofdeport.org/bids>
- Notice of solicitations processed by the city are sent by email, posted on the city website and at times posted in the local paper. Vendors wanting to be notified of new solicitations are encouraged to complete the Bidder's Notification online form with a current email address. M/WBE vendors completing the Bidder's Notification should also send current certification information.
- The City of Deport is not responsible for the accuracy or timeliness of solicitations picked up by third parties and re-posted on other websites.

Procurement Process

- City of Deport's procurement process is determined by the following flow and expenditure amounts:
- Purchase orders are required for all purchases over \$200. No quote is required for purchases in this range.
- \$200 to \$3,000: Competitive bids are not required, but can be requested upon mayor and/or council discretion. Purchases may be processed by the requesting department. There must be a minimum of two quotes for purchases in this range. Quotes can be received by telephone, fax, email, written quotations. Purchase orders are required for all purchases over \$200.
- Over \$3,000 through \$25,000: At least three vendors must be contacted for competitive bids. These bids/proposals may be received by telephone, fax machine, email, written quotations, or sealed process.
- Over \$25,000: Sealed competitive bid or proposal process is required and is handled primarily through the mayor and city secretary, unless specifically exempt by Texas statelaw.

Formal Bids / Proposals

A vendor has the sole responsibility to ensure that the bid or proposal is signed (stamp signatures will not be accepted), and received in the City Secretary's office on the due date and time indicated on in the specifications. All bids or proposals must be date and time stamped by the city secretary whether mailed or delivered. Responses received after the date and time designated on the specifications are considered late and will not be accepted. All responses over \$25,000 must be submitted in a sealed envelope or package.

City of Deport Annual Contracts

Term contract purchases are initiated primarily by the council for commonly used supplies and services. These contracts are for estimated annual quantities on an "as needed" basis, at fixed prices for a specific term. Renewal options may be included.

Cooperative Contracts

The City of Deport also utilizes competitively bid contracts from other cities, counties, and State of Texas agencies and various cooperative programs.

Contract Terms

The City of Deport will not accept contracts with auto renew (evergreen) clauses. All expiring contracts will be reviewed by the council, and will not be renewed without a minimum of 3 (Three) similar service providers. If the current provider is selected by the council as the best choice for the city they will be re-awarded a new negotiated contract.

Opening Process

Sealed bid openings are held publicly. All bid responses are available for public viewing shortly after the bid opening. The only information provided at the RFP opening is a list of respondents.

After the ITB or RFP opening, response summaries are prepared by the city secretary. Within a reasonable time after the opening, the Secretary posts a response summary on the City's website. This posting is provided for informational purposes only. Prior to award the requesting department evaluates the responses and makes a recommendation based on its findings. In some cases, the apparent low bidder is determined not to be the lowest, responsive, responsible bidder. Also, corrections to the response summary may be made if errors are found during the evaluation of the responses.

Process to Award Bids and Proposals

After receipt of the recommendation from the requesting department, including proof of insurance (if applicable), contracts, and/or any other properly completed and signed documents, etc., and places the item on the next available agenda for action by the Deport City Council. The Council makes the formal award.

Tax Exemption

The City of Deport is exempt from Federal excise, State sales and transportation taxes. Tax must not be included in bids/proposals or invoices. Tax exemption certificates may be faxed or mailed to your company by the requesting department or by calling the city secretary at (903) 652-3875.

For any questions or clarifications please contact the city secretary at (903) 652-3875, email: secretary@cityofdeport.org or visit www.cityofdeport.org.