



CITY OF GRAPEVINE, TEXAS

Guide for Suppliers

This guide is intended to give a brief insight into the procurement process. The City's basic procurement philosophy is that competitive participation of the business community is vital to our mutual welfare. While this guide does not encompass every detail of all regulations, practices and statutes governing purchasing, it does provide the basic principles of our procurement practices.

The Purchasing Division is responsible for the coordination of supplies, materials and equipment necessary for the delivery of municipal services as well as for contracting minor construction and professional or personal services.

Location:

City of Grapevine Service Center
501 Shady Brook Drive
Suite 108
Grapevine, TX 76051

POLICY STATEMENT

Purchasing attempts at all times to maintain goodwill between the City government and the business community. Toward this end we strive to:

- Give all suppliers full, fair, prompt and courteous consideration.
- Keep competition open and fair.
- Solicit supplier suggestions in the determination of clear and adequate specifications and standards.
- Cooperate with suppliers and consider possible difficulties they may encounter.
- Observe strict truthfulness and highest ethics in all transactions and correspondence.

BID INFORMATION

All parties interested in doing business with the City, regardless of whether they currently do business with the City of Grapevine or not, are advised to complete a new vendor (supplier) registration. The new system will benefit you and the City in many ways.

Below are a few of the new features.

- It's FREE to register and participate in any bid, quote, RFQ, RFP, etc. process.



- Automatic notifications of all bids
- The system is Green – notices will be sent and bids will be submitted electronically
- This also allows us to get the information we need to set you up in the City's financial system.

Interested parties may register online at: <http://www.grapevinetexas.gov/index.aspx?NID=694>

SUPPLIER CODE OF ETHICS

The City of Grapevine expects its Suppliers and Service Providers to meet our ethics expectations to the extent practicable by law.

- Governed by the City of Grapevine Purchasing Ethics as stated in the Purchasing Policy and the National Institute of Governmental Purchasing (NIGP) Code of Ethics.
- Ensure that any of your current or new employees who interact with the City of Grapevine understands our expectations for doing business.

PRESENTING YOUR PRODUCT

You will find the Purchasing Division ready and willing to help you compete for City business. If you have a product/service to sell, please feel free to stop by and talk. Our visiting hours are by appointment only. To set up an appointment please call 817-410-3335.

PROCUREMENT METHODS

Purchases under \$3,000:

Multiple quotations are not required on purchases of \$2,999.99 or less. It is recommended that cost comparisons be made for all purchases. Departments should utilize the vendors as follows:

Departments should use Grapevine vendors whenever possible.

Departments should utilize vendors who have requested to be notified of purchase opportunities. A list of these vendors will be provided to departments upon request.

Purchases between \$3,000 and \$50,000:

At least three written bids are required on any purchase with a total between \$3,000 and \$50,000. All bids must be in writing and should be handled by the Purchasing Division.

Departments should not take bids with a total value of \$3,000 and more before the purchase request is submitted to the purchasing division. This procedure will be strictly enforced for the following reasons:



Local Government Code relating to Historically Underutilized Businesses requires that the City send quotations to at least two HUB businesses for all purchases that total between \$3,000 and \$50,000. The business must be listed on the States HUB list. Because our vendors have requested to be notified of upcoming bids and quotations, it is important that all quotations be posted on the City Internet Web Site.

Purchases in the amounts of \$50,000 or greater:

Subject to requirements of the competitive bid process unless specifically exempted by State Law.

INSURANCE

Insurance shall be maintained by the Contractor/Vendor in accordance with the following:

Except as otherwise specified in the contract, the contractor and his subcontractors of any tier are required to maintain insurance coverage with policy limits not less than those set forth in this agreement. They are also required to maintain this coverage at their own expense at all times during the performance of the work. It shall be the responsibility of the contractor and any subcontractors to maintain adequate insurance coverage and to ensure that all subcontractors are adequately covered at all times. Failure of the contractor and his subcontractors to maintain adequate coverage shall not relieve them of any contractual responsibility or obligation.

CERTIFICATES OF INSURANCE

Prior to commencing work and at the time of execution of the contract and each subcontract, the contractor and his subcontractors shall furnish the City of Grapevine with certificates of insurance as evidence that the policies providing the required coverage and limits of insurance are in full force and effect. The certificates of insurance shall name the City as an additional insured where applicable on both Automobile and General Liability policies. The certificates shall provide that any company issuing an insurance policy for the work under contract shall provide, in writing, no less than 30 days advance notice of cancellation, nonrenewal, or material change in the policy of insurance. In addition, the contractor shall immediately provide written notice to the City of Grapevine when a decision to cancel, terminate or alter any insurance policy.

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. If it is determined that the price quoted and recorded on any order or invoice rendered include any such taxes, the amount of the taxes will be deducted from the total of the invoice.