

## Suppliers' Guide

This guide is intended to give a brief insight into the City 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 public purchasing, it does provide the basic principles of our procurement practices.

The City Procurement and Project Management Department is responsible for the coordination of all of the supplies, materials and equipment necessary for the delivery of municipal services, as well as for contracting minor construction and professional or personal services. Consequently, the Procurement Department is the only entity within the City authorized to issue solicitations over \$50,000, discuss price and delivery commitments, and to release purchase orders and term contracts.

The Procurement Department is located at:

City of Plano Municipal Center  
1520 K Avenue, Suite 370  
Plano, Texas 75074

**NOTE: The City of Plano Procurement Department is separate from and in no way related to the Purchasing Divisions for the Plano Independent School District, Collin County Community College and Collin County. Each of these entities maintains separate Purchasing Divisions. The City of Plano has executed Interlocal Purchasing Agreements with several local entities that does allow for Cooperative Purchasing of selected items.**

## Policy Statement

The City of Plano 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 Notification

The City does not maintain its own vendor list. Vendors interested in doing business with the City of Plano should register themselves online with the City's e-procurement system, which can be found on the Purchasing Division's website (<http://www.plano.gov/428/Suppliers>).

All bids are also listed on the Procurement Departments' website, or a copy can be requested by calling 972.941.7557 or e-mail us at [purchasing@plano.gov](mailto:purchasing@plano.gov).

## Small/Women/Minority-Owned Business Enterprise (SWMBE) Policy

It is the policy of the City of Plano to involve small businesses and minority/women owned businesses to the greatest extent possible in the procurement of goods, equipment, services and construction projects. To assist us with our recordkeeping, vendors should identify any small/women/minority-owned company being utilized in any bid and not the monetary involvement.

## Supplier Code of Ethics

The City of Plano expects its suppliers and service providers to meet our ethics expectations to the extent practicable by law.

- Governed by the City of Plano Code of Ethics and The Institute for Public Procurement (NIGP) Code of Ethics that has been adopted by the City of Plano Purchasing Division.
- Ensure that any of your current or new employees who interact with the City of Plano understand our expectations for doing business.

## Presenting Your Product

You will find the Procurement Department ready and willing to help you compete for City business. If you have a product/service to sell, please contact us at 972.941.7557 or at [purchasing@plano.gov](mailto:purchasing@plano.gov) to set up an appointment. Our visiting hours are by appointment only.

## Procurement Thresholds

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

**Purchases in the amounts of \$0 - \$3,000:** May be made on the basis of one (1) quotation by the using departments of the City.

**Purchases in the amounts of \$3,000 - \$50,000:** May be made on the basis of three (3) quotes through the Procurement Department, taking into consideration the Texas State Law requiring Historically Underutilized Businesses (HUB) involvement.

**Purchases in the amounts of \$50,000 or greater:** Are subject to the requirements of the competitive procurement statutes unless specifically exempted by Texas State Law.

## Solicitation Methods

The City of Plano utilizes competitive bidding for the contracting of goods and services over \$50,000 unless specifically exempted by Texas State Law. Since competitive solicitation is the foundation of all purchases, we make every effort to continually seek sources that have the capability to meet the needs of the City at competitive prices.

**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 paper of record for City notices as determined by the Plano City Council.

The following are the most common types of solicitation methods employed by the Purchasing Division. Please note this is not an inclusive list:

**Request for Bids (RFB):** Procurement process used when the requirements are clearly defined, negotiations are not permitted, and price is the determining factor if responsiveness and responsibility are met.

**Request for Proposal (RFP):** A solicitation requesting submittal of a proposal in response to the required scope of services and usually includes some form of a cost proposal. The RFP process allows for negotiations between the proposer and the City, and Best and Final Offers can be solicited.

## Bid Security – Bonding

In order to protect the interests of the City of Plano taxpayers, the City may require bonding security on bids and contracts.

**Bid Security:** Bid security, in the form a cashier's check, certified check, or a bid bond may be required on a solicitation of \$100,000 or greater in value. Bid security is normally five percent (5%) of the bid value; however, the amount of the security may vary. The City may require bid security on bids less than \$100,000, depending on the specifications.

**Performance and Payment Bonds:** If a contract is for the construction of public works and is required to be submitted through the competitive process, the successful respondent must execute the following bonds:

- A performance bond if the contract is in excess of \$100,000; and,
- A payment bond if the contract is in excess of \$50,000.

The amount of the performance and payment bond required will be identified in the specifications.

## Insurance

The City requires that certain contracts contain insurance coverage to be provided by the contractor, lessee, etc. Insurance requirements are incorporated into the specifications of a solicitation as needed. Insurance requirements for the City of Plano are constantly under review to determine the appropriateness of both coverage and value. Contractors who engage subcontractors shall ensure their subcontractors procure and maintain the same insurance coverage required by the contractor. **INSURANCE REQUIREMENTS CANNOT BE WAIVED.** Please consult with your insurance agent prior to submitting a bid to determine whether or not you will be able to secure the necessary insurance.

## Submission of Responses

Sealed responses must be received by the Procurement Department **prior to** the due date and time. Responses received after the due date and time or faxed responses will not be accepted.

Sealed responses are opened at the place and time specified in the solicitation documents. The City of Plano is not responsible for the lateness of a courier, weather conditions, etc.

**Correction or Withdrawal of Bids:** Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted according to statute.

A vendor who submits a bid agrees that a bid price may not be withdrawn or canceled for a period of ninety (90) days following the date designated for the receipt of bids without written approval of the City.

## Evaluation and Award

It is the policy of the City of Plano 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.

Contracts shall be awarded with reasonable promptness to the lowest responsive and responsible bidder whose bids meets the requirements and criteria set forth the in the bid.

Contracts solicited through the Request for Proposals method shall be awarded to the offeror whose proposal is determined to be the best value for the City, taking into consideration the evaluation factors set forth in the Request for Proposals.

**Award Notification:** Official notification of an award can only be made by the Procurement Department. Notice of award given by any other department of the City may be premature and inaccurate.

## Open Records

**Public Accessibility to Bids and Proposals:** Copies of data and information submitted in competitive sealed proposals/bids are not available prior to the contract being awarded. Vendor proprietary/confidential information and data, which is clearly marked by the vendor, may not be considered public information under the Texas Public Information Act. The City will assume that vendor information is not proprietary/confidential unless it is clearly marked by the vendor.

To submit an Open Records Request, please visit the City's Open Records Request website at <http://www.plano.gov/520/Open-Records-Request>.

## Tax Exemption

The City of Plano 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.

## Invoicing and Payment Requirements

Please submit all invoices to [ap@plano.gov](mailto:ap@plano.gov).

Invoices may also be mailed to:

City of Plano  
Attn: Accounting Department  
P.O. Box 860279  
Plano, Texas 75086-0279

To avoid delays in payment processing, always reference the City of Plano Purchase Order Number on the invoice.

Payment Terms: The City pays in compliance with the Texas Prompt Payment Act.

The City of Plano pays vendors once a week. All checks are mailed on Fridays of each week.

All payment inquiries should be directed to the e-mail address and/or mailing address listed above or you may call 972.941.5133.

## Thank you

We would like to express our appreciation for your interest in the City of Plano and look forward to doing business with you. If we can be of any assistance or you have any questions, please feel free to contact us at 972.941.7557 or by e-mail at [purchasing@plano.gov](mailto:purchasing@plano.gov).