

## ➔ Q & A

### How much does it cost to become a registered vendor with the City?

It is free to become a registered vendor and submit bids.

### How do I get on the "approved vendors list"?

The City does not maintain an approved vendors list. However, once awarded a contract to provide goods/services, vendors are listed on our contract listing posted for department purchasers.

### Why do I have to submit a bid if my company can sell something cheaper to the City than what they are currently paying?

The bidding process ensures bidders are treated fairly and meet the City's insurance requirements and other requirements requested in a bid specification packet.

### How can I find out what the City is currently paying for a good or service?

All awarded contracts are posted on the City Council agendas, or you can submit an open records request through the City Secretary's Office.

### Can I meet with the Purchasing Coordinator to better understand the City's purchasing needs?

Yes. Call (972) 961-4869 to determine the City's needs or visit our website at [www.heathtx.com/departments/finance/purchasing](http://www.heathtx.com/departments/finance/purchasing).

### Does the City mail or e-mail out bid notifications when a bid is released?

No. All bids are published on the City website at [www.heathtx.com/departments/finance/purchasing](http://www.heathtx.com/departments/finance/purchasing). We suggest checking the website on a weekly basis for updates.

### Do I need to attend bid opening when my company submits a bid?

No. We will email participants the bid results once all the bids are reviewed after the bid closing date.



## HOW TO REACH US

### Finance Department

#### Purchasing & Procurement Services

(972) 771-6228 • [purchasing@heathtx.com](mailto:purchasing@heathtx.com)

8 a.m. – 5 p.m., M-F (except City Holidays)

200 Laurence Drive

Heath, Texas 75032

*Procurement is responsible for bids and request for proposals for professional services and (non-construction related goods and services.*

### Public Works Department

(972) 961-4892 • [heathtx.com/departments/public-works/](http://heathtx.com/departments/public-works/)

8 a.m. – 5 p.m., M-F (except City Holidays)

200 Laurence Drive

Heath, Texas 75032

*Public Works is responsible for construction bids and architects and engineering selections.*



City of  
**Heath**  
**Texas**



### INFORMATION FOR VENDORS

## HOW TO DO BUSINESS WITH THE CITY OF HEATH

CITY OF HEATH FINANCE DEPARTMENT  
PURCHASING & PROCUREMENT SERVICES



→ Thank you for interest in doing business with us. We welcome and appreciate your involvement as a provider of goods and services. Partnerships are critical for meeting our residents' needs.

## ABOUT THE PROCESS

### Formal Bid Limit

Bidding parameters are established to ensure that sizable purchases are subject to fair competition among available, responsible bidders. The following parameters have been established by the City of Heath compliance with Texas state law to assist the Purchasing Division, as well as other City employees, in obtaining competitive quotes.

**Purchases from \$0.01 to \$2,999.99:** Quotes are not required but are recommended as a best practice. Directors, or their approved designees, may without further approval of the Purchasing Agent make purchases within this range.

**Purchases from \$3,000.00 to \$49,999.99:** Purchases within this range must have a minimum of three vendors either by the user department or by the Purchasing Agent. At least two contacts from certified historically underutilized businesses (HUBs) must be included in compliance with Texas Local Government Codes Sec.252.0215.

**Purchases greater than \$50,000.00:** Formal sealed requests/request for proposals/competitive sealed bid proposals are required. Notice to bidders must be publicly advertised in the newspaper of record, the city's website, Onvia/DemandStar and/or the State of Texas Electronic State Business Daily (ESBD) or CIVCAST (bid notification systems) for minimum of 14-days.

## GETTING STARTED

### Register as a Vendor/Bidder

Download the Electronic Vendor Packet, complete the vendor registration and W-9 form, and then send the documents to [vendorregistration@heathtx.com](mailto:vendorregistration@heathtx.com). As a registered vendor/bidder, the vendor/bidder must monitor the newspaper of record and website for all current and future bid request within their realm of business services and goods provided. Bid packets and related documents will contain all pertinent information for vendors/bidders to be considered for award of a contract through the bid process.

### Awarding Bids

We evaluate bids to determine the lowest and best bidder(s). If the cost is more than \$50,000, staff sends recommendations to the City Council for approval. A contract for supplies or services may be entered into for generally two (2) years with a renewal of option of typically not more than three (3) one year renewals (one year at a time). We monitor agreements for contract compliance. The City's standard payment terms are net 30, i.e., payment is made within thirty (30) days from the date of the invoice. Exceptions for early payment may only be approved under the authorization of the Department Director and Finance Director.

### Purchasing Card Program

The City uses purchasing cards (MasterCard) for immediate payment of purchases. Card spending limits are based on position and function. It's to your advantage to accept purchasing card for smaller dollar purchases.

## CONSTRUCTION, ARCHITECT & ENGINEERING PROJECTS

The Public Works department is responsible for construction, architect, and engineering projects. For information, including applications on current Public Works bidding opportunities visit the City of Heath website at [www.heathtx.com](http://www.heathtx.com). Go to "DOING BUSINESS+" and the click on "RFP/PURCHASING" from the dropdown list.

The City follows Chapter 2269 of the Texas Local Government Code for bidding and awarding construction projects. The Public Works Department's Standard Specification govern all aspects of bidding and construction of a project. Construction bids are awarded to lowest, responsible bidder.

### Insurance Requirements

Contractors performing work for the City of Heath shall provide the city a Certificate of Insurance outlining coverage and provisions identified by the City.

Contractors shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverage as required or that the subcontractors are included under the contractor's policy.

All insurance companies and coverage must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of Heath.

