SUMMARY OF PROCUREMENT PROCEDURES

Vendor List

The City does not maintain its own vendor or bidder's list. The City uses a bid notification service called DemandStar by Onvia. Vendors interested in providing goods or services to the City are directed to register with Onvia for the service of providing notification of City of Missouri City solicitations. Contact Onvia at 800-711-1712 or visit www.demandstar.com to find out more. Registration is not used to pre-qualify bidders. The Purchasing Office does not assure notification of solicitation opportunities to vendors that do not register with DemandStar by Onvia. For formal sealed solicitations, the City publishes legal notices in the Fort Bend Southwest Star newspaper, on the local cable channel 16 - MCTV, and through the City of Missouri City website at www.missouricitytx.gov

Historically Underutilized Businesses (HUBS)

As required by the Texas Local Government Code, the City seeks the participation of state-registered minority and woman-owned businesses located in Fort Bend County for all purchases between $3,000 and $50,000. The State of Texas Centralized Master Bidders List is used as the resource. To find out how your business may qualify, please visit:
www.window.state.tx.us/procurement/prog/cmbl

Professional Services

The City issues Requests for Statements of Qualifications (RSQ) for most professional services when the contract expenditure is estimated to exceed $50,000. RSQs are advertised the same as formal bids.

PURCHASES UNDER $50,000

Informal Solicitations

The Purchasing Office obtains informal quotes for purchases other than professional services between $3,000 and $50,000. As required by state law, at least two HUB vendors, if located within Fort Bend County, are solicited. Quotes must be submitted on the City's Request for Quotes (RFQ) document in order to be accepted. Responses can be faxed, emailed, mailed, or hand-delivered; all submissions must contain an authorized vendor signature.

PURCHASES OVER $50,000

Formal Solicitations

The formal solicitation process is required when a purchase of a commodity, construction or nonexempt service exceeds $50,000. In addition, the City may utilize the formal process for professional services. Formal solicitations include Requests for Proposals (RFP), Invitation for Bids (IFB) and Requests for Statements of Qualifications (RSQ).

Specifications, Plans & Bid Forms

Notices from DemandStar as well as published Legal notices of upcoming bids indicate how to obtain a bid package. Some construction bids require a non-refundable fee for the bid package.

Bid Opening

A formal opening of sealed solicitation responses is held immediately after the advertised due time. Bidders are encouraged to attend to hear the reading of key information. Solicitation documents give the date, time and location of openings (usually at 2:00 P.M. on Mondays at Missouri City City Hall, 1522 Texas Parkway). For RFP and RSQ responses, only bidders' names are read.

Responsiveness

Responses received after the advertised deadline for opening will be returned as non-responsive.

Bid Tabulation

Apparent results of bids are not given over the phone. This information is tabulated and will be submitted to all respondents upon final completion of evaluation. Please DO NOT CALL the Purchasing Office for bid results. The calls only delay completion of the evaluation.

Contract Award

After an evaluation of the submitted responses, the Purchasing Office works with the user department to make an award recommendation. City Council makes all final decisions regarding award of contract.

ORDER METHODS

Authorization to Purchase

All purchases made on behalf of the City must be made using either 1) a signed purchase order issued by the Purchasing Manager, 2) a City credit card, or 3) cash. Invoices submitted to the City that do not reflect a valid purchase order number will be rejected and returned unpaid.

Tools

A City of Missouri City purchase order or a City credit card must be used for all purchases of goods or services. Once accepted by the vendor, the purchase order is a binding contract agreement between the vendor and the City.

The City is not obligated to pay for purchases made on account by an employee without benefit of a valid City purchase order. Such purchases are considered a personal contract between the employee and the vendor.

Purchase Orders

A hard copy of the purchase order is available for all purchases. Vendors may request copies from the employee making the purchase or from the City Purchasing Office.

Credit Cards

Most City employees are issued a Mastercard credit card and may use it to make purchases up to the card's limits per the requirements of the card policy.

Thank you for your interest in doing business with the City of Missouri City, Texas.

The City of Missouri City Purchasing Office mission is to provide prompt, efficient, and cost effective procurement of materials and services for its citizens.

The Purchasing Office provides the goods and services necessary to reach this goal by using good, common-sense procurement practices that also meet the State of Texas and City of Missouri City's statutory requirements. The Purchasing Office strives to apply uniform, timely and economical means of procurement in its partnership with the vendor community.

The strategic goals of the Purchasing Office are to obtain goods and services 1) at the time and place needed, 2) in the proper quantity, 3) of the proper quality, and 4) at the lowest cost available while preserving a reputation for fairness and integrity in the marketplace.

Purchasing Staff

The Purchasing Office may be contacted with your questions. Business hours are 8 AM- 5PM, Monday through Friday, except City holidays. Contact information is as follows:

Charles Oberrender, CPPB, Purchasing Manager
Phone--281-403-8612
Fax-- 281-208-5539
Email: coberrender@missouricitytx.gov
Office Address: City Hall
1522 Texas Parkway
Missouri City TX 77489

Problems

If goods or services are not delivered as ordered, do not work properly, or are invoiced incorrectly, a City employee will contact you to resolve the problem. Payment for the item(s) may be held until corrective action is complete. If prompt corrective action is not made, the City reserves the right to pursue additional remedies.

Bid and Quotation Check List

- Double-check your calculations for accuracy
- Make sure the solicitation form is signed by an authorized individual.
- Enclose all requested attachments.
- Ensure that your response is submitted to the City by the specified time. *One minute late is too late.*

Interlocal Contract Sources

The City makes a significant number of purchases through cooperative purchasing agreements using contracts negotiated by other governmental entities. If you are not already participating in these contracts, you may wish to contact the lead agencies for more information. A few of these are:

Texas State Comptrollers Office
www.window.state.tx.us/procurement/prog/cmbl

Houston-Galveston Area Council (HGAC)
https://www.hgacbuy.com/index.jsp

The Texas Local Government Purchasing Cooperative "BUYBOARD"
http://www.buyboard.com

Fort Bend County Purchasing Department
281-341-8640

This vendor guide is intended to inform but cannot address every situation. The City of Missouri City Charter and Code of Ordinances, and applicable state law take precedence over all information contained in this guide. The City reserves the right to change these procedures at any time.

VENDOR GUIDE

City of Missouri City, Texas

Purchasing Office
City Hall
1522 Texas Parkway
Missouri City TX 77489

281-403-8612

www.missouricitytx.gov