



GUIDE TO CITY PURCHASING

This guide is intended to give a brief insight into the City of San Angelo's procurement process. The City of San Angelo's procurement philosophy is that competitive participation by the business community benefits everyone. While this guide does not encompass every detail of all policies, practices, and statutes governing public procurement, it does provide basic information regarding the City of San Angelo's procurement practices.

The Purchasing Division is responsible for the coordination of the purchase of all supplies and equipment necessary for the delivery of municipal services, as well as construction and professional services. Purchasing only distributes invitations for procurements over \$50,000.00.

Rules we follow

Purchasing is subject to the City's Charter, City ordinances, state statutes, federal regulations, and the City of San Angelo's Purchasing Policy in carrying out the City's purchasing policies and procedures. We believe that adherence to these rules results in open and fair competition for our vendors and contractors and provides the best value for our taxpayers.

Commitment to vendors and contractors

We believe in competition. Therefore, the City of San Angelo is committed to giving all vendors and contractors an equal chance to do business with the City. We are also committed to making it as easy as possible for you to do business with the City, consistent with the rules we must follow.

Encourage participation

We encourage all qualified vendors of goods and services to participate in the bidding process. We do not give preferences to any vendors; however, we encourage participation by vendors in the Historically Underutilized Business (HUB) program.

Vendor List

Vendors interested in doing business with the City of San Angelo should register as a Supplier (Vendor) in Bonfire, the City's e-Procurement platform. To register for a Bonfire account, please visit the [City's Bonfire Portal](#). For more information about registering as a Supplier (Vendor), please review [this guide](#).

Open solicitations are available on our [Bonfire Platform](#) and in the Purchasing Division offices on the Third Floor of City Hall, 72 W. College Ave, San Angelo, Texas 76903.



Submission of RFx

Submissions must be received by purchasing prior to the due date and time or the bid will be considered non-responsive. The only acceptable method of submission for a bid or proposal is City's e-Procurement Platform, [Bonfire](#). Submissions received after the due date/time or faxed submissions will be rejected. For more information about submitting a bid through Bonfire, please visit this [help page](#).

All bid openings are public. Companies are welcome to attend regardless of whether they are engaged in the bidding process.

Submissions may be modified by written notice or in person. However, the modification may only be made prior to the hour and date set for receipt. To maintain the integrity of the process, a submission that has been opened by the City is not subject to alteration for correcting an error in pricing. This policy does not remove the right of the vendor to withdraw their submission prior to the due date.

Evaluation of Submissions

It is the policy of the City of San Angelo to purchase from vendors who have adequate financial resource, strong management and service capabilities, high ethical standards and the ability to provide materials and resources that consistently meet the City's requirements.

Insurance Requirements

The City of San Angelo states the insurance requirements on each bid document. Please review these insurance requirements carefully and consult with your insurance agent prior to submitting a bid since they cannot be waived. If awarded a contract, the winning bidder is expected to provide an insurance certificate meeting all requirements within ten business days.

Tax Exemption

The City of San Angelo is exempt from payment of federal excise and transportation taxes, as well as Texas state or local sales and use taxes. A current copy of the City's Tax Exempt form is available upon request.

Payment

The City of San Angelo is subject to the State Prompt Payment Act, which requires payment within 30 days. The 30-day period begins when a valid invoice is received or when goods or services are accepted, whichever is the latest.

Performance and Payment Bonds

Performance and payment bonds may be required in connection with any contract for construction or repair of City infrastructure or public building, pursuant to Chapter 2253 of the Texas Government code. In accordance with state statutes, the City may also require a Performance bond and/or Payment bond for other specific projects.



Security

Securities, in the form of a certified check or bid bond are required on most formal procurements. The amount of the security is typically 5 percent of the vendor's submitted price but may vary based on the scope of the project.

Public Notice Requirement

Purchasing and contracts involving an expenditure of \$50,000 or more shall be advertised in the local newspaper of general circulation. A public notice will be published in the legal and/or bid section of the newspaper. The notice will list a description of the product or service needed, and the time and place where sealed bids or proposals will be received.

Public Accessibility to Bids and Proposals

Subject to the following conditions, competitive bids are available for interested parties. Copies of data and information submitted in competitive sealed proposals/bids are not available for inspection prior to a contract being awarded by City Council. All information and data will be made available for inspection unless bidder clearly marks indicating information is proprietary (Chapter 552, Government Code, V.T.C.A., the Open Records Act). The City will assume information is not proprietary unless clearly marked by the vendor.

PROCUREMENT METHODS

The City of San Angelo utilizes competitive bidding for the contracting of goods and services in amounts greater than \$3,000, unless specifically exempted by state law. Since competitive bidding is the foundation of City purchases, we make every effort to seek sources that have the capabilities to meet the needs of the City at competitive prices.

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

- **Purchases in amounts of \$1.00 - \$3,000.00** – may be made based on one quotation and are coordinated by individual City departments.
- **Purchases in amounts of \$3,000.01 - \$15,000.00** – are required to be made based on three or more **verbal** quotes, taking into consideration the state law requiring HUB solicitation on purchases of \$3,000 or more.
- **Purchases in amounts of \$15,000.01 - \$50,000.00** – are required to be made based on three or more **written and signed** quotes, taking into consideration the state law requiring HUB solicitation on purchases of \$3,000 or more. Purchases over \$25,000 are processed by Purchasing.
- **Purchases in amounts of \$50,000.01 and greater** – are subject to the requirements of the formal competitive bid process unless specifically exempted by state law.



Request for Bids

This process includes advertisement for bids, receipt of sealed bids in accordance with state law and specifications, public opening of bids and award of contract by the City Council. Bids are awarded in two manners – lowest responsible bid and best value bid.

The City evaluates the bid response to determine if the response meets our specifications and if this is a “responsible” bidder. If the City determines the lowest bid does meet the specifications and is a “responsible” bidder, state law requires the bid be awarded to this vendor.

In determining the best value for the City of San Angelo, the following may be considered: purchase price, reputation of bidders and their good/service, quality of goods/services, extent to which goods/services meet our needs, ability to comply with laws and rules, and any other criteria specifically listed in the bid. The City may award the bid to the bidder that is determined to provide the “best value” to the City.

Request for Proposals

The City of San Angelo utilizes the Request for Proposal (RFP) when procuring professional services and some goods and services. The method is used when the competitive bid process is not suitable, as in the case of certain professional services identified in Texas Local Government Code. The RFP provides to the potential vendor information such as general scope of services, period, specifications, and specific criteria to be used when evaluating a vendor’s proposal. We request the vendor provide information such as an understanding of the work to be completed, a description of the approach to be used and pricing data so the cost to the City for the project can be adequately considered.

Request for Supplier Qualifications

When procuring architectural, engineering, or land surveying services, the City of San Angelo uses a RFSQ selection process. First, the City asks interested businesses to submit information regarding their qualifications. The City then selects an individual or firm capable of performing the service, based on demonstrated competence and qualifications. Finally, the City enters into negotiations on a contract at a fair and reasonable price.