A GUIDE FOR VENDORS

Doing Business with City of Allen

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BID INFORMATION
To register as a supplier in the eBid System, visit CityofAllen.org/Purchasing and select eBid Registration. This will open the City’s eBid system. To register, click the Supplier Registration link. After registration approval, electronic notifications will be sent to registered suppliers on current bidding opportunities matching their selected commodity codes. This service is available at no fee to the vendor. You may also view all current bid opportunities and active contracts at CityofAllen.org/Purchasing. Registration for eBid is unique to the bid process. To view current purchase order (PO) or accounts payable (AP) status, consult the Vendor Self Service section on the next page.

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 “official newspaper” for the City as determined by the Allen City Council, as well as various other advertising methods. Bid notices may also be found on the City of Allen website at CityofAllen.org/Purchasing. The City of Allen eBid system provides all bidding documents available at no cost at https://customer.ionwave.net.

PROCUREMENT METHODS
The City of Allen employs the following methods to procure goods and services:

• **Purchases of $1-$3,000** may be made on the basis of one (1) quotation by the using departments of the City.
• **Purchases of $3,001-$49,999.99** may be made on the basis of a minimum of three (3) quotes by the Purchasing Division or the using departments of the City.
• **Purchases of $50,000 or greater** are subject to requirements of the competitive bid process, unless specifically exempted by State Law.
• **Purchase Orders** are issued by the City Purchasing Division to make all purchases. A City issued credit card may be used for small dollar approved City purchases.
• **Supply Contracts** are established through a competitive bid process to purchase goods and services at a fixed price on a fixed term for a specified period.

BIDDING METHODS
The City of Allen utilizes competitive bidding for the contracting of goods/services over $50,000 unless exempted by State Law.

**Invitation for Quote:** An informal purchasing process which solicits pricing information from several sources. Typically used for purchases greater than $3,000.

**Invitation for Sealed Bids:** Document used to solicit competitive sealed bids. Unless exempted by State Law, municipal purchases exceeding $50,000 go through the sealed bid process. This process includes a legal advertisement, receipt of sealed bids, a public bid opening followed by an award of contract by the City Council. Sealed bids are accepted electronically or in a sealed envelope. However, the preference is submission through the eBid System. The contract must be awarded to the lowest, most responsible and qualified bidder meeting specification at the best value for the City.

**Request for Proposals:** The document used to solicit proposals from potential providers for goods, services and professional services. Request for Proposals must specify the relative importance of price and other evaluation factors. An evaluation committee will determine the vendor most reasonably suitable for award. May include a provision for the negotiation of Best and Final Offers.

**SUBMISSION OF BIDS**
All bidding methods require bid submission no later than a specified date and time (“deadline”). Bids, regardless of delivery method, must reach the Purchasing Division by the specified deadline to be considered responsive; late bids will not be accepted. The Purchasing Division promotes the use of the eBid System for electronic bid submission, however, bids may also be mailed, hand-delivered, or couriered before the specified deadline. It is unacceptable to fax or email any bid submission.

**Specifications:** The City develops specifications that promote competition while at the same time ensure operating needs are met. To promote fair competition, it is paramount that vendors are competing on a level playing field. Only those bid submissions which adhere to bid specifications are considered responsive, and given further evaluation for bid award.
BID EVALUATION AND AWARD
If the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder who provides good or services at the best value for the City. In determining the best value, the City may consider:

- the purchase price;
- the reputation of the bidder and of the bidder's goods or services;
- the quality of the bidder's goods or services;
- the extent of which the goods or services meet the needs;
- the bidder’s past relationship with City;
- the total long term cost;
- any relevant criteria specifically listed in the request for bids or proposals.

It is the policy of the City 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.

Award notification: Notification of award can only be made by the Purchasing Division. Notice of award given by any other agency of the City may be premature and inaccurate. The official notification will be the purchase order. Please do not provide services or delivery of goods without an official City of Allen purchase order.

Reservations: The City expressly reserves the right to waive any informality, defect, irregularity or informality in any offer of solicitation procedures; reject any and all bids, or portions of bids; reissue a bid request; extend the bid opening date/time; procure any item by other means; or increase/decrease the quantity specified in the bid invitation, unless the bid specifies otherwise.

INVOICING AND PAYMENT REQUIREMENTS
Please submit all invoices to the City of Allen Accounts Payable Department at accounts payable@cityofallen.org. All invoices must include the PO number. Invoices sent to the user department may delay payment.

Payment terms/inquiries: Payment terms are Net 30 days. Please direct any payment questions to City of Allen Accounts Payable Department at accounts payable@cityofallen.org.

VENDOR SELF SERVICE
Vendor Self Service (VSS) provides vendors with web-based access to information stored in the Accounts Payable and Purchasing database. Using VSS, vendors can enter and maintain contact and remittance information, discounts, designated contact persons, and a list of commodity codes that represent the goods and services provided.

VSS allows vendors to search for and view 1099 data, purchase orders, invoices, contracts and checks. VSS is available at https://selfservice.cityofallen.org/vss/Vendors/default.aspx.

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.

INSURANCE/BONDING REQUIREMENTS
Many City of Allen bids will have insurance and bonding requirements. THE BONDING AND INSURANCE REQUIREMENTS IN A BID CANNOT BE WAIVED. You are expected to submit all required documents with the bid and, if awarded the contract, to furnish us with an insurance certificate satisfying all requirements.
ACHIEVEMENT OF EXCELLENCE IN PROCUREMENT

22 YEARS IN A ROW

THE NATIONAL PROGRAM TO BENCHMARK ORGANIZATIONAL EXCELLENCE IN PROCUREMENT

In 1995, the National Procurement Institute, Inc. (NPI) established a program designed to recognize organizational excellence in public procurement. The Achievement of Excellence in Procurement® (AEP) is awarded annually. This prestigious award is earned by those organizations that demonstrate excellence by obtaining a high score based on standardized criteria. The criteria are designed to measure innovation, professionalism, productivity, e-procurement, and leadership attributes of the procurement organization.