

Vendor Guide

How To Do Business



Purchasing Office
450 SH 75 North
Huntsville, TX 77320

936-291-5495

www.huntsvilletx.gov

Quick Reference Guide

DO

- Request a copy of the Purchase Order;
- Request a copy of the Terms and Conditions;
- Verify accuracy of Purchase Order when compared to the quotation sheet;
- Reference the Purchase Order number on all packing list and invoices;
- Mail all invoices to City Hall Finance Department 1212 Avenue M, Huntsville, TX 77340;
- Contact the Purchasing Department directly with any questions concerning the order.

DON'T

- Modify Purchase Orders without a copy of a revised Purchase Order;
- Invoice for items that have not been delivered;
- Ship to address not listed on Purchase Order.

PAYMENT

- Accounts Payable process all payments. Account Payable may be reached at 936-291-5449

Thank you for your interest and your time in preparation of all bids and proposals.



City of Huntsville
1212 Avenue M
Huntsville, TX 77340
www.huntsvilletx.gov

Purchasing Organizational Contacts

Finance Director: Steve Ritter
936-291-5486
sritter@huntsvilletx.gov

Purchasing Manager: Billie Smith
936-291-5495
bsmith@huntsvilletx.gov

The purpose of this guide is reinforce the City of Huntsville's Vision and Mission Statements. They are written to facilitate and regulate the services of the Purchasing Department in the most friendly, efficient, fair, honest, and competent manner with quality and forethought.

Purchasing Procedures

Purchasing Requirements

- Informal Solicitations— Can be used for all purchases under \$50,000. Responses may be faxed, mailed, e-mailed, or personally delivered. Purchase orders will be issued for all amounts over \$1,000. Vendor can request purchase orders for amounts below \$1,000. Bids over \$3,000 HUB's in Walker County must be contacted on a rotating basis;
- Formal Solicitation—Must be used for all purchases over \$50,000. The Huntsville Item will post all advertisements. The advertisement may be posted electronically on the Cities web page at www.huntsvilletx.gov/egov/docs. Responses must be enclosed in a sealed package and delivered to the City Secretary by a specific time and date. All late bids will be rejected. The purchase must be approved by City Council prior to award.
- You can find a complete listing of the City of Huntsville Purchasing requirement on the City of Huntsville web site or contact the Purchasing Office for a copy;

Formal Bid Opening

- Any communication prior to the award can be made with the Purchasing Office;
- Formal bids are opened and read allowed at the designated location, day, and time. Vendors are encouraged to attend;
- It is the responsibility of the vendor to have solicitation at designated location, day and time;
- Bid tabulations and awarded vendor can be found on the City of Huntsville web site;
- The Purchasing Office will work with the end-user or requesting department to determine the award.

Vendor List

- Vendor list is maintained electronically by the City of Huntsville;
- Registration is completed on-line at www.huntsvilletx.gov/bids at no cost to the vendor;
- City uses the National Institute of Governmental Purchasing Commodity Service Code System.

General Information

- The City is exempt from all State Sales Tax and Federal Excise Tax;
- All quotes are to be valid for 30 days unless otherwise stated by the City;
- The City reserves the right to reject all bids or to award in whole or parts;
- Prices must include all freight, fuel surcharge, extra fees, etc. unless otherwise stated;
- City does not accept cash on delivery, COD, shipments;
- Purchase orders will be e-mailed;
- City may elect to award to low bidder or best value, which ever is in the best interest of the City;
- City of Huntsville practices the Prompt Payment Process;
- Contact the Finance Department concerning any delays in payment, 936-291-5449;
- Amendments must be acknowledged with all formal solicitations;
- Solicitations methods may include local advertising, historical data, Electronic State Business Daily, City web site;
- City employees shall not accept or solicit money, property, services from any vendor, please help us maintain this policy;
- The City may accept minor informalities in bids and must approve all exceptions;
- There are occasions which bids can not be faxed or e-mailed:
- Except during emergency situations Council approves all solicitations on the next available Council meeting held on Tuesdays;
- Purchasing office hours are Monday—Friday from 8:00 a.m. through 5:00 p.m. excluding holidays;
- Please call 936- 291-5495 to schedule an appointment;
- Please call 936-291-5495 or e-mail bsmith@huntsvilletx.gov with any questions.

Responsibilities of the Purchasing Department

- Properly authorize all transactions;
- Follow the established procurement and disposition procedures;
- Follow competitive bidding and purchasing statutes;
- Ensure materials and supplies are received and disposed of in the appropriate manner;
- Conduct efficient operations;
- Ensure the City acquires, stores, disbursed, utilizes, and disposes of goods and services uniformly and economically;

Goals of the Purchasing Department

- Delivery of goods and services at the optimal time;
- Ensure public funds are guarded against misuse;
- Purchases goods and services at the right price;
- Promote open and fair competition to all;
- Preserve integrity and transparency of the organization
- Committed to all responders being given fair and equal opportunity

The City of Huntsville is aware of the time and effort you expend in preparing and submitting bids. Please let us know of any bid requirements which are causing you difficulty in responding. We want to create a seamless process so that all responsible bidders can compete.

This guide is intended to give a brief snapshot of how to conduct business with the City of Huntsville. The City of Huntsville is regulated by City Charter, Ordinances and State of Texas Laws. They will take precedence over all information listed in this guide. The City reserves the right to change these procedures at any time.

