

Purpose and Organization

The Procurement Division is responsible for the oversight of all purchases including of supplies, materials, construction, and equipment necessary for the delivery of municipal services, as well as professional or personal services.

Cooperative Purchasing

Texas Statute allows the City to procure goods and services through contracts established by other governmental jurisdictions or approved cooperatives agencies.

Vendors willing to extend to the City existing price agreements with other governmental entities or cooperatives are encouraged to share this information with the City's Procurement Division.

Conflicts of Interest

It is the policy of the City of Celina that its employees, officers, or agents shall not have a financial or personal interest that would impair proper discharge of official duties. Soliciting or accepting any gifts, gratuity, favor, or kickback from any person who has or is seeking to do business with the City is prohibited.

Vendor List and Electronic Procurement

The City of Celina utilizes software by IonWave Technologies, Inc. to automate the procurement process.

Vendor registration is self managed. To register and receive free bid notices and to respond electronically, please register at:
<https://www.celina-tx.gov/1278/eProcurement>

The City strongly encourages vendors to submit responses electronically. Electronic bidding eliminates errors, unnecessary work, and is friendlier to the environment.

Achievement of Excellence in Procurement

A national program to benchmark organizational excellence in public procurement.



CITY OF CELINA Procurement

Supplier Guide



Celina Home Page

- www.celina-tx.gov

Purchasing Home Page

- www.celina-tx.gov/purchasing
- www.celina-tx.gov/bids

City of Celina
142 N. Ohio
Celina, TX 75009
972-382-2682
purchasing@celina-tx.gov

Historically Underutilized Businesses

The City of Celina involves small businesses and qualified minority/woman owned businesses to the greatest extent possible in the procurement of goods, equipment, services, and construction projects. In accordance with Texas Local Government Code. The Texas Comptroller of Public Accounts is responsible for administering the Historically Underutilized Business (HUB) Program for the State of Texas. The City of Celina utilizes the database to obtain HUB quotes during the quote process. For more information, please refer to the State of Texas HUB program at:

Payments

All vendors must complete a new vendor packet prior to any payments being made and register as a vendor.

Register at: www.celina-tx.gov/bids

Supplier Performance

Supplier Performance is extremely important. Vendors are encouraged to notify Procurement and/or the using department of any issues including delay in delivery.

Failure to meet a specified delivery date or other contractual requirement reflects on your performance and could lead to termination and non-award of future bid/quote opportunities.

Procurement Methods

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

Purchases in amounts of \$0 - \$2999.99 may be made on the basis of one (1) quotation by the using departments of the City. A Purchase Order or City issued credit card may be used.

Purchases in amounts of \$3,000 - \$49,999.99 may be made on the basis of a minimum of three (3) quotes by the using departments of the City. HUB vendor quotes are required per statute.

Purchases in the amounts of \$50,000 or greater are subject to requirements of the competitive bid process unless specifically exempted by State Law.

Supply Contracts are established through a competitive bid process to purchase goods and services at a fixed price or a fixed term for a specified period. **Purchase Orders (POs)** are required to utilize the covered Supply Contract.

Service Agreements are contracts for service and repair of equipment generally established annually or at the acquisition of the equipment. The Procurement Department will coordinate service agreements. Departments will contact authorized vendors when service/repair of equipment is needed.

Policy Statement

Purchasing attempts at all times to maintain goodwill between the City government and the business community. Toward this end we strive to:

- Give all suppliers full, fair, prompt, and courteous consideration.
- Keep competition open and fair.
- Solicit supplier suggestions in the determination of clear and adequate specifications and standards.
- Cooperate with suppliers and consider possible difficulties they may encounter.

Insurance Requirements

1. Workers Compensation-Statutory
2. Comprehensive General Liability
\$1,000,000 per occurrence
\$2,000,000 aggregate
3. City of Celina listed as additional insured on the general liability policy and a waiver of subrogation on the workers compensation policy.

Contact Procurement or log into your eProcurement account to obtain specific requirements related to a specific project.