



VENDOR GUIDE

DOING BUSINESS WITH THE CITY OF SUGAR LAND

Purchasing Office

Sugar Land City Hall
2700 Town Center Boulevard North
Sugar Land, Texas 77479
281-275-2740
Fax: 281-275-2741



www.sugarlandtx.gov

WELCOME PROSPECTIVE VENDOR!

The City of Sugar Land welcomes the opportunity to do business with interested vendors. The City's Purchasing Office is interested in fostering participation by all qualified business persons offering commodities and services that may be used by the City. The Purchasing Office is responsible for making the most economical acquisition of quality materials and services to assure efficient operation of City government.

The City must abide by internal procedures and legislative regulations. The City operates under a decentralized system. City departments are responsible for their purchases but Purchasing provides oversight to ensure compliance with state law and internal procedures.

Vendor Registration

Vendors must register in order to do business with the City of Sugar Land. Vendors can register online at www.sugarlandtx.gov/purchasing/vendor_registration. Please be sure to complete applicable National Institute of Governmental Purchasing (NIGP) codes. Registration is free.

A link to an electronic database on the City's website will be utilized for notification of bids and proposal opportunities over \$50,000.

Legal notices of bids are periodically posted and updated on the City's website at <http://www.sugarlandtx.gov/bids.asp>

SUMMARY OF PROCUREMENT PROCEDURES

Historically Underutilized Businesses (HUBs)

Departments are required to seek the participation of minority-owned and women-owned businesses in purchases \$3,000 and over. The State of Texas Centralized Master Bidders List is used as a resource. To find out how your business may qualify, visit:

<http://www.window.state.tx.us/procurement/prog/hub/hub-certification/>

PURCHASES OF \$50,000 AND UNDER

Telephone or Fax Quotes

Departments obtain informal quotes for purchases less than \$3,000.

Formal Quotes

Formal quotes are sought for commodities and services that expenditures from \$3,000 to \$50,000 annually. Two Fort Bend County Historically Underutilized Businesses (HUB) are sought in the process. Faxed, e-mailed, mailed and catalog quotes are accepted as formal quotes.

ANNUAL PURCHASES OVER \$50,000

Formal Bids

The City's formal bid process is required when annual purchases of a commodity or service exceed \$50,000.

Specifications, Plans and Bid Forms

Legal notices of upcoming bids indicate whether a bid package is available from the City Secretary's Office or a third-party consultant such as an architect or engineer.

Bid Opening

Formal opening of invitation to bids (ITB), requests for proposals (RFP) and requests for qualifications (RFQ) are held immediately after the specified bid due date and time. Bidders are encouraged to attend in order to hear the reading of key information. Bid invitations give the date, time and location of openings (often on Thursdays at 11:00 a.m., First Floor, Sugar Land City Hall, 2700 Town Center Boulevard North). Only proposers' names are read for RFP and RFQ submittals.

Responsiveness

ITBs, RFPs and RFQs received after the advertised time of opening, or failure to provide all bid documents or incomplete documents will be deemed non-responsive.

NO BID Response

The City appreciates the return of bid forms marked 'No Bid' with specific reason(s) for not bidding to help the City address any concerns or issues on future bids.

Contract Award

After review of submitted ITBs or the necessary evaluation of RFPs or RFQs, Purchasing works with the department to recommend action to City Council and Council makes the final decision regarding award of contract.

Bid Tabulation

Bid results are not given by phone. All information is posted promptly to the Purchasing website after the schedule opening.

Purchase Orders

This is the primary method of purchase for the City of Sugar Land.

Terms and Conditions

The standard City of Sugar Land Terms and Conditions for Purchase Orders can be found on the City website at:

http://www.sugarlandtx.gov/purchasing/po_terms_conditions.asp

Vendor Payments

The City of Sugar Land offers payment by Electronic Funds Transfer (EFT). Please contact 281-275-2745 for enrollment information or visit the Purchasing website.

ONLINE AUCTIONS

To participate in a Sugar Land auction, please register your information with Public Surplus:

<http://www.publicsurplus.com>

SALES TAX

Exemption

The City of Sugar Land is exempt from sales tax. Bids, quotes and invoices to the City are to be provided exclusive of sales tax. A tax exemption form will be provided to each vendor with the first order placed.

PURCHASING STAFF

Contact the Purchasing staff at 281-275-2740 or submit your questions to:
purchasing@sugarlandtx.gov

The City of Sugar Land's Vendor Guide Brochure is available on the City of Sugar Land website: **www.sugarlandtx.gov**

The vendor guide is intended to inform but cannot address every situation. The City of Sugar Land Charter and Code of Ordinances take precedence over all information contained in this guide. The procedures described may change at any time.