

Thank you for your interest in doing business with the City of McKinney

OUR MISSION:

- Ensure compliance with local, state and federal laws applying to city purchasing;
- Provide all vendors, including HUBS equal access to, the competitive process for the acquisition of goods and services by city;
- Provide an ongoing supply of quality goods and services to all city offices; and
- Protect the interests of City of McKinney taxpayers without regard to any undue influence or political pressures.

PURCHASING STAFF

You are invited to contact the Purchasing staff if you have questions that are not answered in this vendor guide.

- Juanita Roberts**, Buyer I 972-547-7580
- Tonya Hall**, Buyer II 972-547-7581
- Rosanne Lemus**, Contract Administrator 972-547-7582
- Lisa Littrell**, Purchasing Manager 972-547-7583
- Kristina DeBurro**, Buyer II 972-547-7584
- Ian Coubrough**, Purchasing Supervisor 972-547-7587
- Brandon Champion**, Buyer II 972-547-2897
- John Lemmond**, Buyer II 972-547-2087

FORMAL BID CHECK LIST

- Double-check your calculations for accuracy.
- Make sure the Bid Form is signed by an authorized individual.
- Enclose all requested attachments.
- Ensure that your response is at the Purchasing office by the specified time. *One minute late is too late.*

INTERLOCAL CONTRACT SOURCES

The city also uses contracts of other governmental entities through interlocal agreement. If you are not already participating in these contracts, you may wish to contact the lead agencies for more information. A few of these are:

Texas Procurement & Support Services
www.comptroller.texas.gov/purchasing

Houston-Galveston Area Council (HGAC)
www.hgacbuy.com

Texas Association of School Boards - BuyBoard
www.buyboard.com

U.S. Communities Gov't Purchasing Alliance
www.uscommunities.org

Collin County Governmental Purchasers Forum
www.collin.edu/purchasing/adobe_acrobat_files/CCGPF_FLYER_2018.pdf

National IPA
www.nationalipa.org

PROBLEMS

If goods or services: are not delivered as ordered, do not work properly or are invoiced incorrectly, a City employee will contact you to resolve the problem. Payment for the item(s) may be held until corrective action is complete. If prompt corrective action is not made, the city reserves the right to pursue additional remedies.

YEAR-END PROCESSING

Purchasing does not accept requests for purchases after August 31. Departments must process invoices by mid-September for prompt payment.



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

VENDOR'S GUIDE

DOING BUSINESS WITH THE

CITY OF MCKINNEY

Purchasing Department

1550D S. College St.
McKinney, Texas 75069
972-547-7580
www.McKinneyTexas.org/Purchasing

SUMMARY OF PROCUREMENT PROCEDURES

Vendor Database

Our goal is to make doing business with us as easy and convenient as possible.

To reach suppliers and contractors and to assure the quality and economy desired, the City of McKinney Purchasing Department utilizes an in-house electronic bidding and supplier-management system, eBid. This system enables us to improve our service to you by providing automatic bid notification and instant access to bid information via the web. Suppliers wishing to participate in the electronic bidding process may register their company for this free service at <https://mckinney.ionwave.net>.

Please feel free to contact us directly if you have any questions about our programs, electronic procurement, or how we can make working with the City easier. For additional information on how to do business with the City of McKinney visit our webpage on www.mckinneytexas.org/purchasing. Registration by vendors is encouraged to ensure access to current and upcoming opportunities.

Historically Underutilized Businesses (HUBs)

The City of McKinney requires departments to seek the participation of minority-owned and woman-owned businesses in purchases over \$3,000. The State of Texas Centralized Master Bidders List is used as a resource. To find out how your business may qualify, visit www.comptroller.texas.gov/purchasing/vendor/hub.

Signing of Contracts

City Charter gives contracting authority (power to sign contracts) to the City Manager or their duly authorized designee. No other agent, officer or employee of the City of McKinney may sign contracts on behalf of the city. Only persons duly authorized to make contractual commitments on behalf of the vendor may sign quotes or bids.

PURCHASES UNDER \$50,000

Email, Fax, Telephone Quotes

Quotes are required for purchases between \$3,000-\$25,000. Price quotations are solicited from a minimum of 3 sources.

Written Quotes

Formal written quotes are sought utilizing our eBid system for commodities that the city budgets \$25,000 to \$50,000 annually.

ANNUAL PURCHASES OVER \$50,000

Formal Bids

The formal bid process is required when annual purchases of a commodity exceed \$50,000.

Specifications, Plans & Bid Forms – Legal notices of upcoming bids indicate whether a bid package is available from our eBid system or a third-party consultant such as an architect or engineer.

Bid Opening – Formal opening of bids and RFPs are held immediately after the due time. Bidders are encouraged to attend to hear the reading of key information. Bid invitations give the date, time and location of openings (often on Thursdays at 2:00 p.m. at 1550D South College). For RFP submittals, only bidders' names are read.

Responsiveness – Bids/RFPs received after the advertised time of opening will be returned as non-responsive.

NO BID Response – Return bid forms marked 'No Bid' with reason(s) for not bidding to help us remedy any problems on future bids.

Bid Tabulation – Apparent results of bids are not given by phone. This information is tabulated for internal purposes and may be posted on our eBid system.

Contract Award – After review of submitted bids, Purchasing works with the department to recommend action to Council who makes final decision regarding award of contract.

CITY OF MCKINNEY ORDER METHODS

A City of McKinney purchase order must be used for all purchases of goods or services with the exception of a bona fide emergency or items paid by check request, petty cash or pcard. Once accepted by you, the order is a binding written agreement between you and the city.

Purchase Orders are the primary method of purchase and may be accepted for:

- One-time purchase of goods and/or services
- As-needed purchase (open POs) of goods and/or services for a 'not to exceed' quantity for the year

Procurement Cards are also utilized for certain purchases, typically under \$3,000.

SPECIAL SITUATIONS

Emergency – An emergency is characterized by public calamity and is necessary to preserve or protect the public health or safety of the residents of McKinney. Only in the event of such an emergency, may a properly identified city of McKinney employee place an order without a written Purchase Order or number.

Rush Orders – A City of McKinney Purchase Order or PCard must accompany any other purchase demanding immediate action. Any additional fees for expediting must be indicated upon the purchase order.

SALES TAX

Exemption – The City of McKinney is exempt from sales tax. Bids, quotes and invoices to the city are to be provided exclusive of sales tax. A tax exemption form is available upon request.