

Doing Business with the City

The City of Grand Prairie welcomes the opportunity to do business with interested vendors in the community. The City's Purchasing Office is interested in fostering participation with all qualified businesses offering commodities and services that may be used by the city. The Purchasing Office has the responsibility to make the most economical acquisition of quality materials and services that will assure efficient operation of city government. The Division contact information is below:

Purchasing Division
326 W. Main Street
Grand Prairie, Texas 75050
Phone: 972-237-8271
Fax: 972-237-8265
Email: PurchasingFax@gptx.org

Vendor List Information

To get on the Purchasing Division's vendor list to obtain electronic bid notices please visit:

<http://www.bidsync.com/grand-prairie/>
or call 1-800-990-9339

City of Grand Prairie Purchasing Division

Supplier Guide



How to Get Started

Getting involved is easy and we welcome competitive participation from the business community as it is vital to ensuring the City receives the best value in all purchases. Below is a quick summary of steps to begin doing business with the City of Grand Prairie.

Step 1 Visit <http://www.gptx.org>

Step 2 Select City Government → City Departments

Step 3 Select Purchasing

Step 4 View Bid Notices

Step 5 Register for free to download the bid documents at <http://www.bidsync.com/grand-prairie/> or contact Purchasing for the documents directly

Step 5 Download bid documentation for opportunities your company is interested in and respond to the bid documents providing the requested information

Historically Underutilized Businesses

The City of Grand Prairie involves historically underutilized businesses to the greatest extent possible in the procurement of goods, equipment, services, and construction projects in accordance with Texas Local Government Code 252.

Procurement Methods

Purchases below \$3,000 do not require a set number of quotes but a minimum of two (2) quotes is recommended when possible.

Purchases in the amounts of \$3,000 to \$49,999 may be made on the basis of three (3) quotations, taking into consideration State Law requiring Historically Underutilized Businesses (HUBS) availability, and local vendor availability.

Purchases \$50,000 and above are subject to requirements of the competitive bid process which requires formal advertising of sealed bids/proposals unless specifically exempted by State Law. These purchases will be formally advertised in the local newspaper and in BidSync.

Cooperative and Interlocal Contracts will be utilized when deemed to be in the best interest of the City. The City has master interlocal agreements with many DFW Cities which allows the use of those entities contracts in addition to State contracts and other entities such as Buy Board.

General Requirements

Purchase Orders are required on all purchases except for purchases made through the City procurement card by authorized users. Purchase orders will serve as a legally binding contract for the receipt and payment for a good or service.

Delivery: Delivery of goods must be made to the location indicated on each Purchase Order unless otherwise specified. The City's normal business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Insurance Requirements:

1. Workers' Compensation - Statutory
2. Employer's Liability - \$1,000,000
3. Comprehensive General Liability
\$1,000,000 (Combined Single Limit)
Premises Operations
Products Operations Hazard
Contractual Insurance
4. Comprehensive Automobile Liability
\$1,000,000(Combined Single Limit)

Bonding Requirements:

This will vary by project see specification

1. Bid Bonds: 5% of total bid
2. Payment Bond: 100% of total bid
3. Performance Bond: 100% of total bid
4. Maintenance Bond: 1-2 year period