



Vendor Guide



Doing Business with the **City of Pearland**

Purchasing Department
Pearland City Hall
3519 Liberty Drive, Suite 201
Pearland, Texas 77581
281.652.1621
Fax: 281.652.1738



You're in the Right Place!
pearlandtx.gov

WELCOME VENDORS!

The City of Pearland Purchasing Department is responsible for procurement of the materials, equipment, supplies and services necessary for City departments to perform their respective functions. The City strives to obtain quality goods and services at competitive prices, while maintaining a fair and open environment for participating vendors. The City of Pearland Purchasing Department operates in accordance with the Texas Local Government Code, the Pearland City Charter and City of Pearland Purchasing policy.

E-Bidding System

Vendors wishing to participate in the electronic bidding process may register their company at www.pearland.ionwave.net and selecting the "Supplier Registration" link. Please be sure to enter applicable commodities that your company provides as City departments utilize this information to find qualified vendors when needing to procure goods and services.

Benefits of E-Bidding:

- There is no charge for Vendors to register and participate in any posted City bid, quote or RFP process.
- Registered Vendors automatically receive notifications by email of posted bids within their area(s) of interest.
- Complete and submit your bids online.
- Review bid tabulations and awarded bid information online.

Purchases of \$50,000 and Under

Telephone or Fax Quotes

City departments may request informal quotes for purchases less than \$3,000.

Formal Quotes

Formal quotes are sought for commodities and services that cost between \$3,000 and \$24,999 annually. Brazoria County Historically Underutilized Businesses are sought in the process. Faxed, e-mailed, mailed and internet quotes are accepted as formal quotes.

Historically Underutilized Business (HUBs)

The City is required to seek quotes from minority-owned and women-owned businesses for purchases of \$3,000 and over. The State of Texas Centralized Master Bidders List is used as a resource for identification of HUBs.

To find out how your business may qualify, visit:

window.state.tx.us/procurement/prog/hub/hub-certification



Informal Bids (\$25,000 - \$49,999)

The City will conduct an informal bid process for purchases of goods or services estimated to be in an annual amount between \$25,000 - \$49,999. These informal bid opportunities will be posted on the City Web site as they occur.

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.

Legal Notices

Bids for purchases and contracts valued in excess of \$50,000 are advertised once a week for two consecutive weeks prior to the bid opening date in the local newspaper of record, currently the Pearland Journal, and are also posted on the City's E-bidding website at www.pearland.ionwave.net. These opportunities may be found by clicking on the "Current Bid Opportunities" link.

Bid Opening

The formal opening of an invitation to bid (ITB), request for proposals (RFP) or request for qualifications (RFQ) is 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 (typically Tuesdays at 2 p.m. in the City Council Chambers of Pearland).

Responsiveness

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

Contract Award

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

Bid Tabulation

Bid results are not given by phone. All information will be posted promptly to the Purchasing Web site, www.pearland.ionwave.net, as soon after the bid opening as feasible.

Purchase Orders

Purchase orders are the primary purchase method for the City of Pearland.

Procurement Cards (P-Cards)

The City of Pearland p-card program is designed to improve efficiency by processing low dollar purchases under \$3,000 from vendors that accept Master Card. Each p-card is issued to a named individual employee and the City of Pearland name is clearly shown on the card.

Terms and Conditions

The standard City of Pearland's Terms and Conditions for purchase orders may be found on the City Web site at pearlandtx.gov.

Online Auctions

The City of Pearland uses the online auction site, GovDeals, to auction surplus items. To participate in a City of Pearland auction, please register your information with GovDeals at govdeals.com.

Sales Tax

The City of Pearland is exempt from sales tax. Bids, quotes and invoices to the City are to be provided excluding sales tax. A tax exemption certificate will be provided to each vendor upon request with the first order placed.

Contact Information

The Purchasing Office is open Monday through Friday, 7:30 a.m. to 5 p.m., excluding City holidays. You can also contact Purchasing staff by phone or by email at ebids@pearlandtx.gov. Vendors are encouraged to schedule an appointment for all sales calls.

The Vendor Guide is available on our Web site.

pearlandtx.gov

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