



## City of Waco Purchasing Services

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### Mission Statement

Purchasing Services is a diverse, customer-oriented team, which serves as the central control of procurement activities for materials, equipment, supplies and services, contributing to the efficient and cost effective operation of the City of Waco.

Purchasing Services strives to procure, in an ethical manner, quality goods and services at competitive prices while creating a favorable climate for business opportunities within the guidelines of the law.

Purchasing is responsible for contracting, stores/warehouse and investment recovery functions. The Department consists of three operational groups; Administration, Contracting and Stores/Warehouse.

- Administration sets policy and procedures that ensure compliance with federal, state, and local laws.
- The Contracting group contracts for goods and services, and serves as the City's central vendor contact for competitive bidding and contract administration.
- The Stores/ Warehouse group provides a readily available supply of required items for immediate pickup by city departments.
- Purchasing manages investment recovery, which is the disposition of scrap and surplus equipment and materials.

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### Historically Underutilized Business Policy:

The City of Waco is committed to assuring that all businesses are given prompt, courteous, and equal opportunity to provide goods and services to the City. Historically Underutilized Businesses residing in McLennan County, as certified by the Texas Building and Procurement Commission, are consistently included and encouraged to participate in our bidding process. For the current HUB list, go to <http://www.tbpc.state.tx.us/cmb1/hubonly.html> then enter the word "McLennan" under County and press the Submit Search button.

Vendors interested in becoming HUB certified can go to this website for forms and information at <http://tbpc.state.tx.us/hub/forms/hubappl.pdf>. For assistance in completing the forms, vendors may call the McLennan Community College Small Business Development Center at 1-800-349-7232 or in Waco 254-299-8141.

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## Cooperative Purchasing Agreements:

The City of Waco relies on its cooperative partners to pool our purchasing power to increase the value of our citizen's tax dollars and improve the efficiency of the services provided. Here are our current partners:

State of Texas, Texas Building and Procurement Commission Purchasing Cooperative Program <http://www.tbpc.state.tx.us/stpurch/coopmain.html>

Houston-Galveston Area Council of Governments Cooperative Purchasing Program <https://www.hgacbuy.com>

BuyBoard – Texas Association of School Boards  
[http://www.tasb.org/services/cooperative\\_purchasing/index.aspx](http://www.tasb.org/services/cooperative_purchasing/index.aspx)

Texas Cooperative Purchasing Network  
<http://www.tcpn.org>

U.S. Communities-Government Purchasing Alliance  
<http://www.uscommunitites.org>

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### The City of Waco utilizes the following services for bid notification:

- DemandStar by Onvia- [www.demandstar.com](http://www.demandstar.com) 1-800-711-1712
- Electronic State Business Daily - <http://esbd.cpa.state.tx.us/>
- City of Waco- [www.waco-texas.com](http://www.waco-texas.com)
- The Waco Tribune-Herald newspaper

### Contacts:

Kelly Holecek Director of General Services <a href="mailto:kellyh@wacotx.gov">kellyh@wacotx.gov</a>	Bryan Gray Purchasing Manager <a href="mailto:bryang@wacotx.gov">bryang@wacotx.gov</a>	Jody Copp Purchasing Agent <a href="mailto:jodyc@wacotx.gov">jodyc@wacotx.gov</a>
Sherry Martin Senior Administrative Assistant <a href="mailto:sherrym@wacotx.gov">sherrym@wacotx.gov</a>	Kasey Gamblin Purchasing Agent <a href="mailto:kaseyg@wacotx.gov">kaseyg@wacotx.gov</a>	Victor Venegas Purchasing Agent <a href="mailto:victorv@wacotx.gov">victorv@wacotx.gov</a>
		<b>Phone# 254-750-8060</b> <b>Fax# 254-750-8063</b>



City of Waco

VENDOR APPLICATION

Date: \_\_\_\_\_

Please check on of the following:

New Application  Name/Address Change

1. Applicant's Name and Mailing Address for Bids and P.O.'s

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Mailing Address for Payments (if Different from item 1):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Type of Organization (Check One):

Individual  Partnership  Non-Profit  Corporation, State of Inc.: \_\_\_\_\_

Federal I.D. or Social Security #: \_\_\_\_\_

How Long in Present Business: \_\_\_\_\_

Corporations and Partnerships, please supply the following information:

President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Owners or Partners \_\_\_\_\_

4. Persons (agents) Authorized to Sign Bids, Offers and Contracts:

Name: \_\_\_\_\_

Official Capacity; \_\_\_\_\_

Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email Address: \_\_\_\_\_

CONFLICT OF INTEREST: Personnel interested in City Contracts: No member of the City Council or other officer or employee of the City of Waco shall be directly or indirectly interested in any work, business or contract, nor be the surety on the official bond of any officer of the City for the performance of which security may be required. Any violation constitutes malfeasance in office, and any officer or employee guilty thereof shall be subject to removal from his office or position. Any violation with knowledge, express or implied, of the person or corporation contracting with the City shall render any contract voidable.

5. Type of Business:

Manufacturer  Factory Representative  Wholesale Dealer  
 Retail Dealer  Distributor  
Construction:  Unlimited Contractor  Limited Contractor

Number of Employees: \_\_\_\_\_  
Annual Gross Sales: \_\_\_\_\_  
Inventory Dollar Value: \_\_\_\_\_

List the type of products and/or services that your company offers:

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6. Insurance/Bonding coverage – check the type of insurance coverage carried:

contractors general liability  auto  garage-keepers liability  workers compensation  
 bonding insurance, up to \$: \_\_\_\_\_

7. List three Waco Trade area businesses you currently serve, including business name, contact person, address and telephone #

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8. Texas Residency Requirements for Bidders: Pursuant to Texas Law V.A.T.S., Article 601g. section 1 & 2, the following information is to be completed:

Is your principal place of business located in Texas? \_\_\_\_\_YES \_\_\_\_\_NO  
If No, does your state have a local preference statute? \_\_\_\_\_YES \_\_\_\_\_NO  
If Yes, non-resident bidders must submit a copy of any statutes applicable to Texas resident bidders on the state of your principal place of business.

DEFINITIONS; A “non-resident bidder” means a bidder whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company of majority owner has its principal place of business in Texas. A “Texas resident bidder” means a bidder whose principal place of business is in Texas, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

9. **DISADVANTAGED & WOMEN OWNED BUSINESS** As firmly resolved by the Waco City Council, The City of Waco is committed to assuring that all businesses aspiring to do business with the City are given a prompt, courteous and equal opportunity. Misrepresentation of facts will disqualify bidder.

Disadvantaged & Women Owned Business Certification:

- a. "Disadvantaged business" – means any business (1) which is at least 51 % owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly owned business, at least 51% pf the stock of which is owned by one or more socially and economically disadvantaged individuals, and (2) whose management and daily business operations are controlled by one or more of such individuals
- b. "Women-owned business" – means a business that is at least 51% owned by a women or women who are U.S. citizens and who also control and operate the business

The undersigned certifies that this firm:

IS or  IS NOT a disadvantaged business enterprise (DBE)

If yes, check one

African American  Hispanic American  Asian American  Native American

IS or  IS NOT a women owned American enterprise (WBE)

General Information: Persons or business interested in being included on a City of Waco Vendors list must submit this application along with a commodity listing to the Purchasing Services Department, It is the vendor's responsibility to notify Purchasing Services of any changes to the information supplied on this application. Vendors will be added to the commodity and services mail listing based on the information supplied.

It is the vendor's responsibility to request bid invitations. Bid invitations are advertised in a Waco Texas newspaper, on the Demandstar web site [www.demandstar.com/](http://www.demandstar.com/) , Electronic State Business Daily web site [esbd.cpa.state.tx.us](http://esbd.cpa.state.tx.us), and the City of Waco web site [www.waco-texas.com](http://www.waco-texas.com).

I hereby certify that the signee is an authorized agent for applicant and information supplied herein is correct. Failure to complete or falsify the information required may be cause for disqualification of bidder.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

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Fax # 254-750-8063