

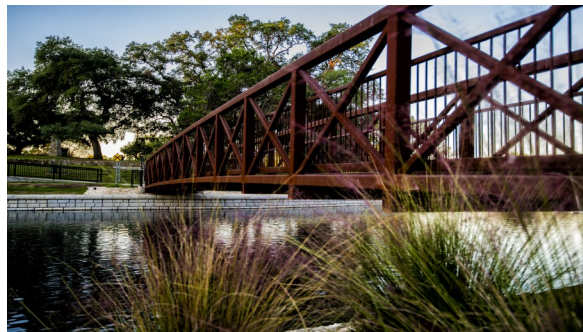
## Supplier Performance

Suppliers should keep Purchasing advised of any changes to their remittance address or ownership, and supply the City with an updated W-9 when such changes occur.

**Delivery Dates:** Failure to meet a specified delivery date reflects on your performance and could be a factor in subsequent award determinations. It is the supplier's responsibility to notify the Purchasing Division when a delay in the delivery schedule is anticipated or occurs. At this time, the supplier should indicate the new anticipated delivery date and the reason for the delay. It should be noted that failure to deliver within a contractual delivery schedule may result in the supplier being declared in default. In that event, termination action will be taken by the City under the provisions of the Uniform Commercial Code and the State of Texas.

**Quality and Service:** Unsatisfactory product quality or service performance also reflects on a supplier, and could be a factor in subsequent award determinations. Such performance can increase the City's operating costs and must be taken into consideration when awards are made.

**Performance and Payment Bonds:** If a contract is for the construction of public works and is required to be submitted through the competitive process, the successful respondent must execute the following bonds:  A performance bond if the contract is in excess of \$100,000; and,  A payment bond if the contract is in excess of \$50,000. The amount of the performance and payment bond required will be identified in the specifications.



## Cooperative Purchasing

The City of New Braunfels has executed Interlocal Purchasing Agreements with several local entities that does allow for Cooperative Purchasing of selected items. The City 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.

The City may "piggyback" on contracts established by governmental jurisdictions or approved cooperatives. Vendors willing to extend to the City existing price agreements with other governmental entities or cooperatives should notify the City's Purchasing Division.

## Doing Business With The City of New Braunfels

### *A Supplier, Contractor, and Service Provider's Guide*

The City Purchasing Division is responsible for centralized procurement of supplies, materials, and the equipment necessary for the delivery of municipal services, as well as for contracting, construction and professional/personal services.

Prospective vendors are encouraged to make appointments before visiting the purchasing division or departments.

Important information to bring with you:

- Brochures/information about your company
- Cooperative membership information

**Location:** 550 Landa Street  
New Braunfels, TX 78130

**Receiving Hours:**  
Monday through Friday  
8:30 a.m.—4:30 p.m.

**Purchasing Manager:**  
Barbara Coleman  
830-221-4389

**City Buyer:**  
Debbie Kimball  
830-221-4081

**Purchasing Specialist:**  
Yvette Alvarado  
830-221-4388



## Bids & Proposal Awards

The New Braunfels City Council makes the award of solicitations/contracts for purchases in excess of \$25,000. Contracts less than \$25,000 require approval and signature of the City Manager.

## Vendor Registration

The City of New Braunfels utilizes BidNet Direct for its e-procurement and vendor registration.

Prospective vendors are encouraged to register in BidNet Direct to obtain solicitation notices. To be on the Purchasing vendor list, please visit:

<https://www.bidnetdirect.com/texas/city-of-new-braunfels>

To access the City of New Braunfels web:

<http://www.nbtexas.org/531/Purchasing>

## Bid Submission

Competitive sealed bids/proposals must be submitted by the date and time noted. Proposals shall include all specified items requested and be submitted electronically through Bidnet or placed in an envelope, sealed and clearly identified on outside as a Proposal to Owner, with Proposer's name and address, and bid number and name.

## PROCUREMENT METHODS

The City of New Braunfels has established various levels of purchasing authority as outlined below. By routing purchases through the Purchasing Division, it becomes possible to improve economies of scale in quantity buying. This shall also identify areas where competitive bidding or proposals are required.

**Quotes** are preferred to be submitted by the vendor in written form and may be transmitted via fax, email, or US mail.

**Purchases in amounts of \$0 - \$2,999** may be made on the basis of one (1) quotation by the using departments of the City. A department may make a direct purchase when less than \$3,000. Payment can be paid using a city credit card or with a check request which receives proper approval by the using department.

**Purchases in amounts of \$3,000 - \$49,999** may be made on the basis of a minimum of three (3) quotes, taking into consideration the State Law requiring Historically Underutilized Businesses (HUBS) involvement for purchasing, by the using departments of the City or unless an exemption is taken according to Chapter 252 of the Texas Government Code. Architectural/Engineering services are exempt from this requirement. Purchases of \$3,000 and over require a purchase order be issued by the Purchasing Division.

**Purchases in the amounts of \$50,000 or greater** are subject to requirements of the competitive bid process unless specifically exempted by the Texas Local Government Code. These purchases require legal advertising and formal sealed bids or proposals.

**Non-competitive procurements** - Whenever a need is identified by the department for goods or services available from a single source or meeting the sole source definition, the department may submit a purchase request. The department shall conduct its due diligence to ascertain that such goods or services are not available from other sources before submitting such request for purchasing approval.

**Competitive Process may include:**

- Sealed Bids - typically annual contracts
- Request for Proposals (RFP) and Competitive Sealed Proposal (CSP) – typically one year with renewal options
- Request for Qualifications (RFQ) – typically project contracts

**All contracts** should be routed and issued by Purchasing as legal review may be required. Per the City Charter, the City Manager or his designee have sole signature authority for the City of New Braunfels.

**Public Advertising** Purchases and contracts involving the expenditure of more than \$50,000 require public notice of the time and place where sealed bids or proposals will be received. All public notices will be advertised in the paper of record for City notices.

**Purchases greater than \$25,000** require New Braunfels City Council Approval.

**Disclosure Requirements** – Chapter 176 of the Texas Local Government Code mandates the public disclosure of certain information concerning persons doing business or seeking to do business with the City of New Braunfels, including affiliation of business and financial relationships such persons may have with City of New Braunfels officers. Forms may be found at <http://www.ethics.state.tx.us>.

## Policy Statement

Purchasing attempts at all times to maintain goodwill between the City government and the business community. Toward this end we strive to:

- Give all suppliers full, fair, prompt, and courteous consideration.
- Keep competition open and fair.
- Solicit supplier suggestions in the determination of clear and adequate specifications and standards.
- Cooperate with suppliers and consider possible difficulties they may encounter.
- Observe strict truthfulness and highest ethics in all transactions and correspondence.



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## Tax Exemption

The City is exempt from payment of federal excise and transportation taxes, as well as Texas State or local sales and use taxes.

## Payment Invoices

Invoices must be submitted by the vendor to the City of New Braunfels, Finance – Accounts Payable, 550 Landa Street, New Braunfels, TX 78130 or email to [Accounting@nbtexas.org](mailto:Accounting@nbtexas.org)

Payment terms will be “Net 30 Days” with properly document invoices and upon satisfactory delivery of goods and services, unless otherwise specified in the contract.

## Auctions

The City will be periodically offering the general public the opportunity to bid on used fleet vehicles and used equipment through the following online auction sites:

- [René Bates Auctioneers, Inc.](#)
- Iron Planet: City of New Braunfels Site  
<https://www.ironplanet.com>

Additional clarification/information for the surplus item(s) should be directed to:

Yvette Alvarado, Purchasing Specialist  
830-221-4388  
YAlvarado@nbtexas.org



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