



PURCHASING INFORMATION GUIDE FOR SUPPLIERS

POLICY STATEMENT

The Purchasing Department believes in courtesy and fair dealing in carrying out our purchasing functions. Our goal is to perform in both an ethical and legal manner to support GEUS needs. Every effort is made to ensure that Greenville taxpayers receive the maximum value for every expenditure in a manner that preserves the public trust.

BID NOTIFICATION

GEUS uses the IonWave online bidding system to publish and receive formal bids and proposals. Registering as a supplier will enable you to receive email notifications when a project within your commodity comes open for bid. Vendors interested in doing business with GEUS should register with the GEUS online bidding system at <https://geus.ionwave.net>. Bids are also advertised in the Greenville Herald Banner.

PURCHASING THRESHOLDS

Purchases under \$1,000:

- GEUS departments receive informal quotes and places order directly.

Purchases over \$1,000 and less than \$49,999

- GEUS Departments receive written quotes
- Department obtains applicable signature approvals
- Purchase Order Issued

Purchases over \$50,000

- Purchasing advertises Formal Bid in newspaper
- Purchasing issues solicitation
- Purchasing forwards tabulated response to department
- Department makes award recommendation to Purchasing
- Purchasing prepares recommendation to the Board
- Department prepares Bid Documents for the Board approval and obtains applicable signature approvals
- Departments issues the Requisition
- Purchasing creates the Purchase Order and awards contract

BONDING

As per Texas Government Code Chapter 2253 Section 2253.021, 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.

INSURANCE REQUIREMENTS

GEUS requires insurance coverage to be provided by the contractor. Insurance requirements are incorporated into the specifications of a solicitation as needed. Insurance requirements for GEUS are constantly under review to determine the appropriateness of both coverage and value. Contractors who engage subcontractors shall ensure their subcontractors procure and maintain the same insurance coverage required by the contractor. Insurance requirements cannot be waived. Please consult with your insurance agent prior to submitting a bid to determine whether or not you will be able to secure the necessary insurance.

BID RESPONSES

Sealed responses must be received by the Purchasing Department prior to the due date and time. Responses received after the due date and time or faxed responses will not be accepted.

EVALUATION AND AWARD

It is the policy of GEUS to purchase from suppliers who have adequate financial strength, management and service capabilities, high ethical standards and integrity, the ability to provide materials which consistently meet the GEUS requirements and are otherwise qualified and eligible to receive an award under applicable laws and regulations. Contracts shall be awarded with reasonable promptness to the lowest responsive and responsible bidder whose bids meets the requirements and criteria set forth the in the bid. Contracts solicited through the Request for Proposals method shall be awarded to the vendor whose proposal is determined to be the best value for GEUS, taking into consideration the evaluation factors set forth in the Request for Proposals.

Award Notification: Official notification of an award can only be made by the Purchasing Department. Notice of award given by any other department of the City may be premature and inaccurate.

PURCHASE ORDERS

An official, numbered purchase order is the primary method for purchasing goods, services or equipment obligating GEUS for payment. Transactions may not be valid and binding unless it has an official purchase order number. Exceptions include use of GEUS P-Card and certain professional services. The buyer will email the purchase order to the supplier.

INVOICES

To insure prompt payment invoices must reference GEUS purchase order number and be priced in accordance with the purchase order. All invoices are matched against the purchase order and the receiving report to initiate payment. Care in preparing and submitting invoices will help eliminate problems in processing payments on a timely basis. GEUS attempts to discount and pay all invoices in accordance with quoted terms. Checks are mailed once a week. Questions regarding billings or payments should be emailed to accountspayable@geus.org.

TAX EXEMPTION

GEUS is exempt from payment of federal excise and transportation taxes, as well as Texas State or local sales and use taxes. If it is determined that the price quoted and recorded on any order or invoice rendered include any such taxes, the amount of the taxes will be deducted from the total of the invoice. Tax exemption certificates will be furnished upon request.

DELIVERY

All shipments must be externally identified with a packing list indicating contents and referencing GEUS' purchase order number and department name. Priority or perishable products must be prominently identified on the shipping carton(s). Deliveries must be made "F.O.B. Destination" with the supplier assuming all charges, unless other arrangements are specified in writing at the time the order is placed. Under no circumstances will GEUS accept collect shipments.