



**How to Do Business With  
the  
City of Port Arthur, TX**

Purchasing Division

Vendor Guide

P.O. Box 1089 | 444 ~ 4<sup>th</sup> St. | Port Arthur, TX 77641

☎ 409.983.8160 | 📠 409.983.8291

[www.portarthur.net](http://www.portarthur.net)

## **Introduction**

The City of Port Arthur, TX and the Purchasing Division welcome you to our City. This brochure has been prepared to acquaint you with our organization, staff and the procedures used in procuring needed goods and services.

The Purchasing Division is responsible for procuring goods and services for all City departments and performing these purchases in accordance with state and local requirements. The Purchasing Division consists of a Purchasing Manager, two (2) Purchasing Assistants and a Secretary. Our staff will be happy to assist you or direct you to the individual responsible for the procurement of your commodity or service.

The Purchasing Division website address is [www.portarthur.net](http://www.portarthur.net). This site is a valuable resource and is designed to provide vendors with the information needed to do business with the City of Port Arthur. We encourage you to monitor the Bid page as it is updated on a regular basis.

The City of Port Arthur has partnered with The Public Group in an effort to make bidding opportunities available for all parties interested in doing business with our organization. Please visit [www.PublicPurchase.com](http://www.PublicPurchase.com) to register as a vendor.

Our goal is to purchase products and services which are determined to be the best value for the City. We look forward to many opportunities to do business with you.

## **Vendor Registration**

In an effort to make bidding opportunities available for all vendors interested in doing business with our organization, the City of Port Arthur has partnered with The Public Group (Public Purchase).

The Public Purchase eProcurement System was designed exclusively for use by Government Agencies and their Vendors. It was designed to assist buyers in finding suppliers and to assist vendors selling to the enormous government and educational market. It is compliant with all Federal and State regulations which set forth the required procedures for Government Agency purchasing. Public Purchase brings buyers and suppliers together through vendor registration, bid notification, and distribution of solicitations. It's simple and registration is free!

Please visit [www.PublicPurchase.com](http://www.PublicPurchase.com) to register as a vendor.

- You will be contacted by a Public Purchase representative to activate your account.
- Once your account has been activated, you must log in and register with the City of Port Arthur.
- You must select classification codes that best describe the goods/services that your company offers (you may select as many as needed).

By registering with the City of Port Arthur you are becoming part of our vendor list and will be notified via e-mail of any future bid opportunities based on the classification codes you selected at the time of registration.

If you have any questions about the registration process, please contact the Purchasing Division at 409.983.8160.

## **Vendor Guidelines**

- Please call ahead for appointments whenever possible.
- Refrain from “social calls” – your time is valuable.
- Make sure we have current catalogs and pricing, or access to your website with this information. It is mutually beneficial for us to be kept up to date on new ideas or products.
- Recognize our limitations regarding authority. A purchase order is issued only after compliance with federal, state and local laws. Do not proceed with any work or purchase any materials until you have received a purchase order number.
- Direct all solicitations to the Purchasing Division prior to visiting a specific City department. This will ensure that you will be directed to the appropriate person within the department as needed.
- Conduct your business openly and frankly. As a public agency, our records are a matter of public record.
- Quote realistic delivery dates (in calendar days).
- Honor all pricing, delivery, and service agreements as quoted.
- Maintain City policy regarding gifts or favors. No City employee may accept any gifts or favors. The best favor you can do is to see that the City receives the best price, quality and service.
- Please call us if you have any questions 409.983.8160.

## **General Purchasing Procedures**

- All purchases exceeding \$1,000 require competitive quotes (unless a valid exception is taken) according to Chapter 252 of the Texas Local Government Code. A minimum of three (3) quotes is preferred. (Professional Services are exempt from this requirement).
- Quotes and bids/proposals must be submitted in written form and signed by the vendor. Quotes can be transmitted via fax, regular mail or by email.
- At a minimum, informal quotes and proposals should be submitted by the vendor on company letterhead and must contain an adequate description of the item or services, an itemized cost with a not to exceed contract amount and a time for delivery or completion of the work.
- Purchases estimated to cost over \$50,000 require sealed written bids. All formal ITB's, RFP's & RFQ's must be submitted to the following:

**(If Mailed)**

CITY OF PORT ARTHUR  
CITY SECRETARY  
P. O. BOX 1089  
PORT ARTHUR, TEXAS 77641

**(Overnight Mail or Hand Delivered)**

CITY OF PORT ARTHUR  
CITY SECRETARY  
444 4TH STREET, 4<sup>th</sup> Floor  
PORT ARTHUR, TEXAS 77640

- Contracts exceeding \$5,000 must be approved by City Council.

## Contract Insurance Requirements

- All insurance must be written by an insurer licensed to conduct business in the State of Texas, unless otherwise permitted by Owner. The Contractor shall, at his own expense, purchase, maintain and keep in force insurance that will protect against injury and/or damages which may arise out of or result from operations under this contract, whether the operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, of the following types and limits
1. Commercial General Liability occurrence type insurance (City of Port Arthur, its officers, agents, and employees must be named as an additional insured):
    - a. Bodily injury \$500,000 single limit per occurrence or \$500,000 each person/\$500,000 per occurrence for contracts of \$100,000 or less; or Bodily injury \$1,000,000 single limit per occurrence or \$500,000 each person /\$1,000,000 per occurrence for contracts in excess of \$100,000; and,
    - b. Property Damage \$100,000 per occurrence regardless of contract amount; and,
    - c. Minimum aggregate policy year limit of \$1,000,000 for contracts of \$100,000 or less; or, Minimum aggregate policy year limit of \$2,000,000 for contracts in excess of \$100,000.
  2. Commercial Automobile Liability Insurance (Including owned, non-owned and hired vehicles coverage's).
    - a. Minimum combined single limit of \$500,000 per occurrence, for bodily injury and property damage.
    - b. If individual limits are provided, minimum limits are \$300,000 per person, \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage.

- Contractor shall cause Contractor's insurance company or insurance agent to fill in all information required (including names of insurance agency, contractor and insurance companies, and policy numbers, effective dates and expiration dates) and to date and sign and do all other things necessary to complete and make into valid certificates of insurance and pertaining to the above listed items, and before commencing any of the work and within the time otherwise specified, Contractor shall file completed certificates of insurance with the Owner.
- None of the provisions in said certificate of insurance should be altered or modified in any respect except as herein expressly authorized. Said CERTIFICATE OF INSURANCE Form should contain a provision that coverage afforded under the policies will not be altered, modified or canceled unless at least fifteen (15) days prior written notice has been given to the City of Port Arthur. Contractor shall also file with the City of Port Arthur valid CERTIFICATE OF INSURANCE on like form from or for all Subcontractors and showing the Subcontractor (s) as the Insured. Said completed CERTIFICATE OF INSURANCE Form (s) shall in any event be filed with the City of Port Arthur not more than ten (10) days after execution of this Contract.
- Certificates and notices should be sent to the following address:

**City of Port Arthur**  
**Attn: Purchasing Division**  
**P.O. Box 1089**  
**Port Arthur, Texas 77642**

### **Performance and Payment Bond Requirements**

- Per Government Code Section 2253.021. Bonds. If the contract exceeds fifty thousand dollars (\$50,000) a payment bond is required. If the contract exceeds one hundred thousand dollars (\$100,000) a performance bond is required. Performance and Payment Bonds shall be furnished on prescribed forms in the amount of one hundred percent (100%) of the contract price with corporate surety duly authorized to do business in the State of Texas. Attorneys-in-fact who sign Bonds must file with each bond a certified and effective date copy of their Power of Attorney.

## **Payment of Invoices**

- Invoices must be submitted by the vendor to the department in the City that ordered the product or services. Invoices can be mailed to P.O. Box 1089, Port Arthur, Texas 77641.
- All invoices to be paid in full within thirty (30) days after satisfactory delivery and billing, whichever is later.
- The City will not be liable for payment of invoices received more than sixty (60) days after delivery of order, or completion of services.
- Invoices must contain the purchase order number and the department that ordered the services or product.
- All invoices must be submitted in accordance with the purchase order terms and conditions.
- Invoices for commodities or services which are provided through an annual price agreement must match the unit pricing stipulated in the original contract.





## **PUCHASING STAFF**

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