

In an effort to assist our current or prospective vendors in becoming familiar with the City's purchasing requirements and policies, this pamphlet is designed to provide a brief overview about the City's purchasing function, how it works and how you may conduct business with the City of Southlake.

The City of Southlake Finance Department is responsible for securing the best quality products and services through the most cost effective means in accordance with all City policies and State and Federal Laws.

CITY OF SOUTHLAKE



Purchasing Guide For Vendors

What Do We Expect From a Quality Vendor?

- Demonstrates City Values
- Ethical behavior at all times
- Prompt and accurate invoices
- Immediate attention to inquiries
- Compliance with all terms and conditions of the purchase order
- Product knowledge
- Comprehensive catalogs and literature

1400 Main Street
Suite 440
Southlake, Texas 76092
Phone: 817.748.8940
Fax: 817.748.8010

www.cityofsouthlake.com
vendors@ci.southlake.tx.us

Tim Slifka
Purchasing Manager, CPPO, CPPB

Misty Knaust
Accounting Assistant II

1400 Main Street Suite 440
Southlake, Texas 76092
www.cityofsouthlake.com

Purchasing Focus

The purchasing staff extends bid opportunities, the goal of which is to obtain the “best value” for the City. This may not always mean the lowest price. We consider such things as reputation, product quality, customer service, totality of proposal, compliance with local, state, and federal laws, cost, delivery, and other criteria as required. Please visit our website periodically regarding policy changes and other Purchasing related news as we continue to communicate with our Certified Vendors and those interested in conducting business with the City.



The City has earned this award 4 consecutive years. The AEP measures Southlake’s purchasing practices against pre-set criteria such as e-procurement, ethics, policy, contracting model and professional development. This award signifies success in the City’s efforts to remain on the Cutting edge of purchasing initiatives and effectively spending tax dollars.

For questions regarding purchasing opportunities with the City, please contact:

Tim Slifka, Purchasing Manager, CPPO, CPPB
817.748.8312
tslifka@ci.southlake.tx.us

Misty Knaust, Accounting Assistant II
817.748.8940
mknaust@ci.southlake.tx.us

Business Hours

8:00 AM to 5:00 PM Monday through Friday. We encourage you to make an appointment to ensure our purchasing staff is available to answer your questions. Please call 817.748.8940.



Bid Notification and Documents

Vendors may check our City website for current [solicitations](#).

Advertisements/Notification

Bid notifications are included in the Star Telegram as required by LGC 252 and are available on our website at www.cityofsouthlake.com or through SecureBid at www.securebidusa.com.

Solicitation Types

The City of Southlake follows State of Texas Local Government Code 252 and City’s Purchasing Policy below:

<u>Purchase Amount</u>	<u>Requirement</u>
up to \$2,500	no quotes
\$2,500 to \$10,000	three informal written quotes
\$10,000 to \$49,999	informal sealed bid, quote or proposal
Above \$50,000	formal sealed bid or proposal per LGC 252

Payment Terms:

All invoices are paid no later than 30 days past the later of the invoice date or date of acceptance of the product or service by an authorized City representative in compliance with the [Prompt Payment Act](#). Invoices must be mailed/emailed to:

City of Southlake
Finance-Accounts Payable
1400 Main St, Suite 440
Southlake, TX 76092

accountspayable@ci.southlake.tx.us

Delivery

All products offered shall be FOB final destination, with all delivery charges to be prepaid by the vendor. The City does not accept C.O.D. shipments. The agreed upon price shall include all charges, including delivery to specified location, installation and set-up fees. All packing, crating, or other debris resulting from the delivery or set-up of the commodity purchased shall be removed and properly disposed of by the successful vendor at no additional cost to the City.

Indemnity/Insurance

See request for proposals, request for bids, request for quotes, or request for qualifications, if applicable, for minimum requirements, required for all City requested services.

Tax Exempt

The City of Southlake is exempt from paying sales tax and will furnish our tax exemption certificate by request.