

## Conflict of Interest

Chapter 176 of the Texas Local Government Code requires any vendor considering doing business with the City of Lancaster complete a Conflict of Interest Questionnaire. Forms are available at <http://www.lancaster-tx.com/purchasing>.

## Ethics

Suppliers will be dealt with equally and in a manner which compares with good business practices, professional ethics and the requirements of the law. All bidders will be given identical information. The specifications, terms, and conditions of bids and quotations will be prepared in an easy to read/understand language to the trade and in a manner that will encourage competitive bidding.

## Purchase Orders

The City of Lancaster uses two types of purchase orders.

1. Purchase Orders—Suppliers are expected to fulfill orders in accordance with the terms and conditions, specifications, and any applicable bid or proposal.
2. Blanket Purchase Orders—Some businesses in the Lancaster/Dallas-Fort Worth area are issued blanket purchase orders for use by departments for frequent small purchases. The P. O. number is kept active for a period of up to one year.



## Delivery of Goods

Delivery of goods must be made to the location indicated on each Purchase Order. The City of Lancaster receives deliveries of goods between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. Suppliers shall pre-pay shipping and process orders as FOB Destination, freight pre-paid. The City of Lancaster will not accept COD orders.

## Payment

Packing slips must accompany all shipments.

Suppliers must address all invoices to Accounts Payable as indicated on each purchase order. Failure to do so may delay payment.

Invoices should be mailed to:  
City of Lancaster/Accounts Payable  
P. O. Box 490  
Lancaster, TX 75146

## City of Lancaster Purchasing Division

211 North Henry Street (Physical address)  
P. O. Box 940 (Mailing address)  
Lancaster, TX 75146

Purchasing Agent: Cheryl Womble  
Phone: 972-218-1329  
Fax: 972-218-3621  
Email: [cwomble@lancaster-tx.com](mailto:cwomble@lancaster-tx.com)  
Website: [www.lancaster-tx.com/purchasing](http://www.lancaster-tx.com/purchasing)



## Business Hours

8 a.m. to 5 p.m. Monday through Friday  
211 North Henry Street  
Lancaster, TX 75146

When possible the Purchasing Agent practices an open door policy for sales staff however, as an office of one, it is highly suggested that an appointment be made prior to arrival.



## Purchasing Division



*Welcome  
Prospective  
Suppliers  
and  
Contractors*

City of Lancaster  
972-218-1329  
[Purchasing@lancaster-tx.com](mailto:Purchasing@lancaster-tx.com)  
[www.lancaster-tx.com/  
purchasing](http://www.lancaster-tx.com/purchasing)

# Welcome

Thank you for your interest in the City of Lancaster and welcome to the Purchasing Division.

The Purchasing Division is responsible for overseeing the purchase of all supplies and services within the City. The City has a de-centralized purchasing policy which means departments have the ability to purchase certain items. It is the goal of the Purchasing Agent to provide assistance to departments within the City for securing materials/services in the most efficient and economical manner that adheres to all related Texas purchasing statutes and the internal purchasing policy.

## Equal Opportunity

The City of Lancaster is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment business opportunity, or the provision of services.

Minority and small business contractors are encouraged to participate in any and all City of Lancaster projects.

## Vendor Registration

The Purchasing Division utilizes an electronic procurement system to manage all aspects of the purchasing process. Vendors can register as a supplier online at [www.lancaster-tx.com/bid](http://www.lancaster-tx.com/bid).

## Taxes

The City of Lancaster is exempt from Federal and State taxes. State exemption certificates will be provided by the Purchasing Division upon request.



## Methods of Procurement

Written quotations are taken for items of value up to \$3,000 or when time limits, sole source or emergency conditions prevail. The supplier should provide a firm price, delivery time, and payment terms. When the award is made, the Buyer may provide the awarded vendor with their City issued credit card or a purchase order. A confirmation and detailed invoice/receipt must be sent to the Buyer

Online and written quotations are requested for services / equipment with a value from \$3,000 to \$49,999.

Formal sealed bids are conducted for repetitive purchases and equipment/services over \$50,000.

Bids are advertised in the Focus Newspaper on Tuesday, Wednesday, Thursday, Friday, or Sunday.

To view bids, tab sheets, plan holder lists and bid awards, visit the e-procurement system at [www.lancaster-tx.com/bid](http://www.lancaster-tx.com/bid).

## Receipt of Bids or Proposals

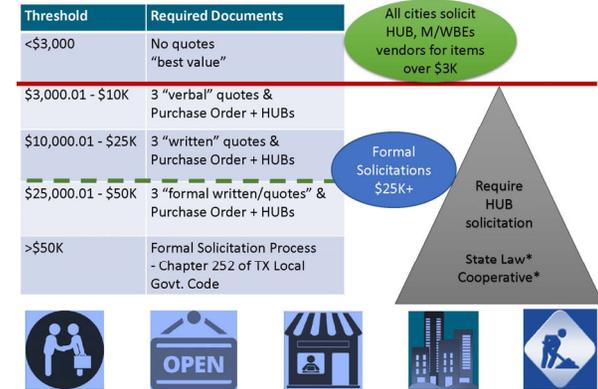
The City's e-procurement site is the only authorized source for obtaining accurate Bid documents. All addenda and notices related to this procurement will be posted by the City on the e-procurement site.

Location of Bid Documents:

- Official City Bids are available after registration at [www.lancaster-tx.com/purchasing](http://www.lancaster-tx.com/purchasing) by selecting the e-Bid.
- Select Supplier Registration to Register to obtain access.
- There are no fees to view or participate in any procurement process.



## Procurement Thresholds



## Receipt of Bids or Proposals

Although we are legally required to accept paper bids, we strongly request that bidders submit bids electronically. Please feel free to call us if you require any assistance with the submittal. Electronic bidding will eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Your cooperation is appreciated. Emailed or Fax submissions will not be accepted. Paper submission must be sealed and submitted prior to the due date and time.

Solicitations will specify that competitive bids or proposals are to be received by a specific date and hour at the Office of the Purchasing Agent. Under no circumstances will late bids be accepted.

Under no circumstances will the City of Lancaster accept bids/proposals delivered after the date and time specified, or to any other location.

All bids are selected by evaluation points and the vendor who we conclude is the lowest QUALIFIED bidder.