



# DOING BUSINESS WITH KILLEEN

Agenda Item

August 2, 2022

# Purchasing Division

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The Purchasing Divisions oversees all procurement of goods and services for the City of Killeen in an open, fair, transparent, economically competitive and respectful process with the goal of maximizing taxpayers' dollars while staying in compliance with federal, state, local laws and internal control.

# Informal vs. Formal Procurement

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## Informal

- ❑ For Procurement less than \$50,000
- ❑ The Financial Management Policy requires that 3 quotes are obtained, unless the vendor is on a cooperative contract or a sole source
- ❑ Used when the City contracts for,
  - ▣ Labor, materials or supplies

## Formal

- ❑ For Procurement more than \$50,000
- ❑ Requires a Bid, RFP or RFQ and City Council approval
- ❑ Advertised in the local paper for 2 consecutive weeks
- ❑ Competitive Sealed Bids used to procure goods or services
- ❑ Request for Proposals/Qualifications used for professional or unique services

# Historically Underutilized Business (HUB)

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- ❑ HUB designation requires at least 51% ownership of the business by a woman, minority and or service-disabled veteran
- ❑ HUB's must register with the State, selecting the county their business resides in. Link: [Texas Comptroller of Public Accounts \(gob2g.com\)](http://gob2g.com)
- ❑ For purchases \$3,000 to \$49,999.99 HUB vendors should be given an opportunity first

# Interested Supplier Form

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- ❑ Vendors should complete the Interested Supplier Form located on the City's website under Purchasing for informal and formal procurement opportunities
- ❑ Direct link:  
<https://killeentexas.seamlessdocs.com/f/InterestedSupplier>
- ❑ Vendor will be added to the vendor list maintained by Purchasing and made available to Departments



## Purchasing-Interested Supplier Application

Killeen, TX

### Thank you for your interest in doing business with the City of Killeen.

The Purchasing Division is a part of the Finance Department. Our physical location is 802 N. 2<sup>nd</sup> Street, Building E, 2<sup>nd</sup> Floor, in Killeen, Texas. Our office is responsible for aiding City departments in procuring goods and/or services at the best value for the City in accordance with all local, state, and federal regulations.

Formal bids are required for all purchases of \$50,000 and greater. To be notified about formal bid opportunities in the amount of \$50,000 and greater, please register online at:

1. Negometrix <https://app.negometrix.com/registration> and/or
2. City of Killeen <https://www.killeentexas.gov/Bids.aspx>.

Departments are permitted by policy to make purchases up to \$49,999.99 without a formal bid, however, purchases \$3,000.00 or greater require quotes. To be added to the City's vendor list for opportunities up to \$49,999.99, please complete the rest of this form. Departments will have access to this list.

Company Name	
Company Address	
Company Phone Number	
Alternate Phone Number	
Contact Name	
Email Address	
Goods/Services Offered	

When form is complete, please click **SUBMIT**.

A confirmation email will be sent to the email address provided above.

# Interested Supplier Form Confirmation

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- Once a vendor has completed an Interested Supplier Form the following email will be received
- All vendor data will be added a spread sheet Departments can search

Interested Supplier Application has been received.



City of Killeen Purchasing <noreply@seamlessdocs.com>

To Lorianne Luciano

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Fri 7/15/2022 3:09 PM



## Submission Confirmation

Thank you for your interest in wanting to do business with the City of Killeen. Your company's contact information will be added to the City's potential vendor list. Should your company be selected to do business with the City, you will be contacted to complete further vendor documentation. At this time, no further action is required.

<b>Form name</b>	Purchasing-Interested Supplier Application
<b>Date submitted</b>	Jul 15, 2022, 04:07PM EDT

### Submission Details:

- - -

# Formal Solicitation Notifications

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- ❑ Register on the City site at <https://www.killeentexas.gov/Bids.aspx>
  - ▣ Vendors will receive a text/email for all solicitations posted to the City website
  - ▣ Notifications not filtered by specific product or service
- ❑ Register on the City's e-bidding site at <https://procurement.opengov.com/portal/killeentexas>
  - ▣ Notifications are filtered by specific product or service

# Formal Solicitation Notifications

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Help Me Find...



DEPARTMENTS

GOVERNMENT

COMMUNITY

ONLINE SERVICES



Purchasing

Negometrix Registration

[Home](#) > Bid Postings



[Sign up](#) to receive a text message or email when new bids are added!

# Formal Solicitation Notifications

The screenshot displays the OPENGOV Procurement Portal interface. The header includes the OPENGOV logo and navigation links for 'Sign Up' and 'Login'. The main content area is titled 'Procurement Portal' and features tabs for 'Projects' and 'Calendar'. Below these tabs are two dropdown menus: 'All Departments' and 'Active'. An 'Advanced Search' link is located to the right of the second dropdown. The search results section displays 'No Projects Found' and a message: 'Please try a different search query'. On the left sidebar, there is a card for the 'City of Killeen, Killeen, TX' with a logo and a green '+ Subscribe' button. A red arrow points from the text below to this button. At the bottom of the sidebar, there are links for 'Questions?' and 'Visit Help Center'.

Click Subscribe to register for notifications of open solicitations.

# Purchasing Contact Information

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- Director of Procurement, Lorianne Luciano
  - ▣ Phone: 254-501-7729, 254-501-7721
  - ▣ Email: [lluciano@killeentexas.gov](mailto:lluciano@killeentexas.gov) ,  
[SolicitationQuestions@killeentexas.gov](mailto:SolicitationQuestions@killeentexas.gov)
  - ▣ City website:  
<https://www.killeentexas.gov/414/Purchasing>
  - ▣ Address: 802 N. 2<sup>nd</sup> Street, Building E, Killeen, TX  
76541