

## **Purchasing Department**

The City of Victoria Purchasing Department is responsible for organizing and administering the procurement of supplies, equipment, and services in a prompt, efficient and cost effective manner that adheres to all related State of Texas purchasing statutes and the City's internal purchasing policy. This is best accomplished by standardization, competitive bidding on the basis of adequate specifications and cooperative purchasing contracts.

### **Statement of Purpose**

- Provide the best service possible to all City departments in a fair and equitable manner
- Ensure an atmosphere of equality to all vendors without regard to undue influence
- Protect the interests of the City of Victoria taxpayers in all expenditures

### **Procurement Procedures**

- New vendors that are interested in providing any goods or services to the City should register with the [Texas Bid System](#) and choose the Automatic Email Notification (recommended).
- The City of Victoria utilizes the Texas Bid System for most purchases under \$50,000. Click here to check on any open bid opportunities for the [City of Victoria](#).
- Legal Notices for Formal Sealed Bid solicitation are published in the local newspaper, the Victoria Advocate, and on the City's website <http://www.victoriatx.org/purchasing/bidlist.asp>.

### **Procurement Methods**

All purchases made on behalf of the City must be secured by the following:

- Petty Cash – current Petty Cash limit is \$100.00.
- City Purchasing Card - purchases may be made up to \$500.00 by an authorized cardholder.
- Purchase Order - for orders exceeding \$500.00, a PO is required and must be issued by Purchasing Department Staff

### **Purchase Orders**

The purchase order issued and subsequently accepted by the vendor is a legal binding contract agreement between the vendor and the City. A hard copy of the purchase order is made available to the vendor by fax, e-mail or postal mail. Suppliers are expected to fulfill orders in accordance with the terms and conditions, specifications, and any applicable bid or proposal.

### **Interlocal Contract Sources**

The City participates in the following Purchasing Cooperatives, which utilize negotiated contracts that have been competitively bid.

- Texas State Comptroller's Office [www.window.state.tx.us/procurement/prog.cmb1](http://www.window.state.tx.us/procurement/prog.cmb1)
- Houston-Galveston Area Council (HGAC) [www.hgacbuy.com](http://www.hgacbuy.com)
- The Texas Local government Purchasing cooperative "Buyboard" [www.buyboard.com](http://www.buyboard.com)
- U.S. Communities [www.uscommunities.org](http://www.uscommunities.org)

### **Professional Affiliations**

- The National Institute of Governmental Purchasing
- National Purchasing Institute
- Texas Public Purchasing Association

### **Surplus Property Auctions**

- City Surplus Property is offered for sale via the GovDeals online auction service. Please visit <http://www.govdeals.com/eas/advSearchResults.cfm?myseller=1486> for a listing of all current surplus property for sale.

### **Historically Underutilized Businesses (HUBS)**

- As required by the Texas Local Government Code, the City seeks the participation of state-registered minority and woman-owned businesses located in Victoria County for all purchases between \$3,000.00 and \$50,000.00. To find out how your business may qualify, please visit: [www.window.state.tx.us/procurement/prog/cmb1](http://www.window.state.tx.us/procurement/prog/cmb1) or contact the City of Victoria Development Services Department Planning Division at 361-485-3360.

### **Tax Exemptions**

- The City of Victoria is exempt from Federal Excise tax as well as State Sales and Use taxes. Taxes that are included on invoices will not be paid. A check will be mailed with a tax exemption certificate.

### **Invoices**

- To ensure prompt payment, invoices should include the purchase order number, department name and delivery address. All invoices shall be mailed to:

City of Victoria, Texas  
Attn: Finance Department  
P.O. Box 1758  
Victoria, TX 77902

**OR**

Email invoices to [financemail@victoriatx.org](mailto:financemail@victoriatx.org)

The City of Victoria offers electronic payments to vendors via direct deposit.

### **Purchasing Staff**

Lana Schultz – Purchasing Agent      [lschultz@victoriatx.org](mailto:lschultz@victoriatx.org)

Richard Ruiz – Senior Buyer      [rruiz@victoriatx.org](mailto:rruiz@victoriatx.org)

Thomas Anklam – Buyer      [tanklam@victoriatx.org](mailto:tanklam@victoriatx.org)

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