

HISTORICALLY UNDERUTILIZED BUSINESSES

The City complies with the State of Texas Historically Underutilized Business (HUB) program. For information on becoming certified as a HUB vendor, go to the Window on State Government/Texas Comptroller of Public Accounts website at www.comptroller.texas.gov/purchasing/vendor/hub/.

BID OPENINGS

Sealed bids are opened at the Purchasing Division Office at 4420 Worcola, Dallas, Texas 75206, unless otherwise specified. Late bids will not be accepted. Bid openings are open to the public, and vendors are welcome to attend whether your firm is participating in the bidding or not.

TAX EXEMPTION

The City is exempt from payment of federal excise tax and city and state sales and use tax. If the prices quoted and recorded on any order or invoice include such taxes, the amount of the tax will be deducted. Tax Exemption Certificates are provided upon request.

INVOICES

Invoices must contain complete description, quantity, unit price, and extended price. The purchase order number must appear on each invoice.

Normal payment terms are net 30 days. Any discount available for prompt payment should be noted.

Please direct payment inquiries to the originating department first and then to the Payroll / Accounts Payable Specialist at payables@uptexas.org or 214-987-5314.

OFFICE HOURS

The Purchasing Division is open Monday through Friday 7:30 A.M. to 4:30 P.M. except holidays. Vendors are requested to make an appointment to see the Purchasing Manager.

Elizabeth T. Anderson
Purchasing Manager
214-987-5480
cgreen@uptexas.org

HOW TO DO BUSINESS WITH THE CITY OF UNIVERSITY PARK



Purchasing Division
Fred N. Peek Service Center
4420 Worcola Street
Dallas, TX 75206

Mailing Address:
3800 University Blvd.
University Park, TX 75205

Telephone: 214-987-5480
Fax: 214-987-5499
E-Mail: eanderson@uptexas.org
Website: www.uptexas.org

DOING BUSINESS WITH THE CITY OF UNIVERSITY PARK

This guide gives a brief description of the City of University Park, Texas, procurement process. While this guide does not cover every regulation, practice, or statute governing purchasing, it does provide the basic principles of our procurement process.

MISSION STATEMENT AND PURPOSE

The City of University Park strives to ensure fair, competitive access to governmental procurement by responsible vendors and to conduct business activities in such a manner as to foster public confidence in the integrity of the City of University Park. The City's Purchasing Division is responsible for buying supplies, materials, and equipment necessary for the delivery of municipal services, professional or personal services, and construction services.

VENDOR REGISTRATION

The City of University Park contracts with BidSync for the maintenance of an automated vendor list. This list categorizes each vendor by the commodity codes for the goods or services offered by the vendor. Vendors registered with BidSync are notified by e-mail or fax when a formal sealed bid or informal request for quote has been issued for the commodity or service offered by the vendor.

To place your business on the vendor list, register online with BidSync at www.bidsync.com, or call BidSync at 1-800-990-9339. The registration form asks for general information about your business and for a list of the commodities and services your business provides. Vendors only need to register once with BidSync to receive bid information for all participating BidSync agencies. However, Vendors should check their registration periodically to ensure that all contact information is up to date.

There is no cost to vendors for registration or for submitting standard electronic bids and quotes via BidSync.

OBTAINING SPECIFICATIONS

Vendors may obtain bid information and packages by the following methods:

- **BidSync**

Register with BidSync at www.bidsync.com. Registered vendors will receive automatic notice of bids and quotes via e-mail or fax and may download bid packages directly. Registration is free.

- **Purchasing Office**

Come to the Purchasing Division Office located at the Fred N. Peek Service Center, 4420 Worcola Street, Dallas, Texas 75206.

- **Legal Notices**

Review the legal notices in the Park Cities News, a weekly paper published on Thursdays.