



# DOING BUSINESS WITH KILLEEN

DS-22-101

August 2, 2022

# Purchasing Division

2

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

3

## 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)

4

- ❑ 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

5

- ❑ 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.

# Formal Solicitation Notifications

7

- ❑ 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://app.negometrix.com/registration>
  - ▣ Notifications are filtered by specific product or service

# Purchasing Contact Information

8

- 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