



GARLAND

City of Garland, Texas

As the tenth largest city in Texas, and with an annual municipal budget exceeding \$500 million, Garland has an ongoing need for a diversified set of materials, equipment, supplies and services. The city's leadership is committed to the inclusion and utilization of Historically Underutilized Businesses (HUB) across every level of city procurement.

To engage and develop HUB participation in Garland's procurement process, the purchasing department has established a Procurement Inclusion Program (PIP) with the following objectives:

- Identify HUB suppliers through the State of Texas HUB database.
- Provide HUB supplier education and awareness of Garland's purchasing procedures including electronic bidding.
- Develop an Assistance Directory for suppliers.
- Exceed state requirements for HUB supplier notification of bid opportunities.

Information Guide for HUB Suppliers

State of Texas HUB Criteria

A HUB must have its principal place of business in Texas, must be for-profit, and must be at least 51% owned by one or more persons who are African Americans, Hispanic Americans, Asian Pacific Americans, Native Americans and/or American Women.

The business must have an owner residing in Texas, and that owner must have a proportionate interest that allows active participation in the control, operations and management of the business.

State of Texas HUB Certification

The City of Garland requires Texas qualified HUB suppliers to be certified by the State of Texas. Other certifications may be considered on a case by case basis.

To apply for certification in Texas go to:
www.window.state.tx.us/procurement/prog/hub

Registration is free. Once granted, HUB certification is valid for four years, providing the business continues to meet all eligibility requirements.

City of Garland Purchasing Department

*200 North Fifth Street
Garland, Texas 75040
(Located on the Second Floor of City Hall)*

*P.O. Box 469002
Garland, Texas 75046-9002*

*972-205-2415
www.garlandpurchasing.com*

Business Hours:
*Monday - Friday
8 a.m. - 5:00 p.m.*

Electronic Bidding Using BidSync

BidSync is a free, secure, web based system Garland uses to manage the procurement process. Suppliers benefit from this system in several ways:

- Automatic notification of bid opportunities in your business category by e-mail.
- Ability to post bid questions and receive answers from the City of Garland online.
- Ability to electronically complete and sign bid forms and documents.
- Receive addendums and updated bid documents instantly.
- Have access to electronic bid documents, drawings and CAD files 24 hours per day.
- Notification of bid awards by e-mail.

How to Register with BidSync:

- Go to the BidSync website at www.bidsync.com and register.
- If your business is a certified HUB, enter your HUB certification number.
- Enter the commodity codes that apply to your business.
- If you have questions, call BidSync's help line at 1-800-990-9339.

Exceeding State HUB Notification Requirements Through BidSync

The City of Garland uses BidSync to notify all registered suppliers, including HUB suppliers, of bid opportunities in the business area(s) they selected during BidSync registration.

Bonds and Insurance

Insurance Requirements:

In addition to liability insurance, the State of Texas requires workers compensation insurance covering employees of a contractor and subcontractors working on city property. For more information, please go to www.garlandpurchasing.com and select online forms and documentation.

Bonding Requirements:

The city may request four types of surety bonds from bidders: bid bonds, payment bonds, performance bonds and maintenance bonds.

Assistance Directory

For additional assistance and information, the following directory is provided as a resource.

Jenkins Agency	www.thejenkinsagency.com
SME Toolkit	www.smetoolkit.org/us/en
Small Business Development Center	www.ntsbdc.org
American Indian COC	www.aicct.com
Black Contractors Assoc.	www.blackcontractors.org
Dallas Black COC	www.dbcc.org
DFW Minority Business Council	www.dfwmbdc.com
Hispanic Contractors Assoc. Of DFW	www.hcadfw.org
Dallas Hispanic COC	www.gdhcc.com
Dallas Asian COC	www.gdaacc.com
Women's Business Council	www.wbcsouthwest.org
National Assoc. Of Women in Construction	www.nawic-dallas.org
Dallas COC	www.dallaschamber.org
Garland COC	www.garlandchamber.com

Frequently Asked Questions

How do I find HUB subcontractors?

HUB subcontractors can be located using the State of Texas HUB Directory, which is online: www.window.state.tx.us/procurement/cmb1/cmb1hub.html

Does the City of Garland accept North Central Texas Regional Certification Agency (NCTRCA) HUB certification?

Certifications other than from the State of Texas, may be considered on a case by case basis.

Are there opportunities to meet with City of Garland Buyers in person?

Yes. While the Purchasing Department has an open door policy, we strongly advise interested vendors to call ahead to set up an appointment. In addition, a supplier mixer is scheduled each year and the date will be listed on the Garland Purchasing website: www.garlandpurchasing.com.