



GARLAND
TEXAS MADE HERE

Garland is the 12th largest city in Texas with an annual municipal budget exceeding \$600 million. The City requires access to 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 Experience (PIE) 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 Black American, Hispanic American, Asian Pacific American, Native American, American Woman and/or Service Disabled Veteran.

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 prefers that all eligible HUB suppliers be certified by the State of Texas. Other certifications will 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
GarlandPurchasing.com

Business Hours:
Monday - Friday | 8 a.m. to 5 p.m.

Electronic Bidding Using Ion Wave

Garland manages its procurement process through a secure, web based bidding platform. Suppliers benefit from this free service 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.
- Access to electronic bid documents, drawings, and CAD files 24 hours a day.
- Notification of bid awards by e-mail.

Register with Ion Wave:

- Register at <https://garlandtx.ionwave.net/Login.aspx>
- If your business is a certified HUB, enter your HUB information.
- Select the commodity codes that apply to your business.
- If you have questions, call Purchasing at 972-205-2415.

Exceeding HUB Notification Requirements

The State requires that municipalities contact at least two (2) HUBs on bids between \$3,000 and \$50,000. For purchases that require a bid, the City of Garland notifies all CMBL HUB suppliers based on their selected commodities.

Bonds and Insurance

Insurance Requirements:

In addition to liability insurance, the State of Texas requires workers compensation insurance covering employees of contractors and subcontractors working on City property. For more information, please go to 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.

SME Toolkit	www.smetoolkit.org/us/en
Small Business Development Center	www.ntsfdc.org
Black Contractors Assoc.	www.blackcontractors.org
Dallas Black COC	www.dbcc.org
DFW Minority Business Council	www.dfwmsdc.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

Which HUB certifications does the City of Garland accept?

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

May I 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, the Purchasing Department participates in several vendor outreaches that will be listed on our website: GarlandPurchasing.com.