



*Regional. Reliable. Everyday.*

Procurement Department  
[purchasing@ntmwd.com](mailto:purchasing@ntmwd.com)  
501 E. Brown Street  
Wylie, Texas 75098  
Tel: 972.442-5405

## Supplier Guide

This guide is intended to give a brief insight into the North Texas Municipal Water District (NTMWD) procurement process. While this guide does not encompass every detail of all regulations, practices and statutes governing public procurement, it does provide basic principles of NTMWD's procurement practices.

The Procurement Department is responsible for the acquisition process for all goods, services, construction, and professional or personal services which meet or exceed \$25,000 in a single purchase, or cumulative spend on an annual basis. The Procurement Department is the primary department within NTMWD authorized to issue solicitations over \$25,000 and to award term contracts; the Engineering Department is authorized to issue solicitations for Capital Improvement Program projects.

### **The Procurement Department is located at:**

NTMWD Administration Building  
501 East Brown Street  
Wylie, Texas 75098

NTMWD values the relationship with the business community. We strive to:

- Give all suppliers full, fair, prompt, and courteous consideration
- Keep competition open and fair
- Solicit supplier suggestions in the determination of clear and adequate specifications
- Cooperate with suppliers and consider possible difficulties they may encounter
- Exemplify the highest ethics in all transactions and correspondence

## **Bid Notification**

Vendors interested in doing business with NTMWD should register on NTMWD's eProcurement system, **Bonfire**, which can be found at <https://ntmwd.bonfirehub.com>.

All competitive solicitations are listed on Bonfire or a copy can be requested by sending an email request to [purchasing@ntmwd.com](mailto:purchasing@ntmwd.com).

## **Supplier Code of Ethics**

NTMWD expects its suppliers and service providers to meet our ethics expectations to the extent practicable by law.

- Governed by the NTMWD Code of Ethics and The Institute for Public Procurement (NIGP) Code of Ethics adopted by NTMWD's Board
- Ensure that any of your current or new employees who interact with NTMWD understand our expectations for doing business



## Procurement Thresholds

NTMWD employs the following methods to procure goods and services:

**\$0.01 - \$2,999.99:** User Departments are responsible for seeking a source with fair and reasonable pricing. Competitive quotes are encouraged, but not required.

**\$3,000 - \$24,999.99:** User Departments must reach out to a minimum of three (3) suppliers for quotes in writing, or purchase through an approved cooperative contract.

**\$25,000 or greater:** The Procurement Department will facilitate the appropriate process.

## Solicitation Methods

NTMWD utilizes the competitive solicitation process for the contracting of goods and services over \$25,000 unless specifically exempted. Therefore, we make every effort to continually seek sources that have the capability to meet the needs of NTMWD at competitive prices.

**Public Advertising:** Purchases and contracts involving the expenditure of more than \$25,000 will be advertised through a public notice that states the time and place where sealed bids or proposals will be received. All public notices for NTMWD will be advertised in *The Wylie News*.

**The following are the most common types of solicitation methods employed by the Procurement Department. Please note this is not an all-inclusive list:**

**Request for Bids (RFB):** Procurement process used when the requirements are clearly defined, negotiations are not permitted, and price is the determining factor if responsiveness and responsibility are met.

**Request for Proposal (RFP):** A solicitation requesting submittal of a proposal in response to the required scope of services and includes some form of a cost proposal. The RFP process allows for negotiations between the proposer and NTMWD, and Best and Final Offers can be solicited.

## Bonding Requirements

NTMWD may require bonds on bids and contracts. All bonding requirements, amounts and information will be included in the solicitation packet, if applicable.

**Bid Security:** Bid security, in the form a cashier's check, certified check, or a bid bond may be required on a solicitation. Bid security is normally five percent (5%) of the bid value; however, the amount of the security may vary.

**Performance Bonds:** A Performance Bond in the amount of one hundred percent (100%) of the contract amount is a legal document ensuring faithful performance of the work by the contractor. In the event of contractor's failure to perform the work, the Surety is liable for the satisfactory completion of the work or may pay NTMWD up to the full contract amount. A Performance Bond is required for all public works (construction contracts) in excess of \$100,000.



**Payment Bonds:** A Payment Bond, generally in an amount of one hundred percent (100%) of the contract amount, is a legal document ensuring faithful payment by the vendor of all invoices for materials, labor, subcontractors, taxes, and any/all other expenses relative to the contract. In the event of vendor's failure to pay any/all of the costs relative to the contract, the surety becomes liable. This is required for any public works project in excess of \$25,000.00. "Public work" is a contract for constructing, altering, or repairing a public building or carrying out or completing any public work.

## Insurance

NTMWD requires that certain contracts contain insurance coverage to be provided by the contractor. Insurance requirements are incorporated into the terms and conditions of a solicitation if needed. Contractors who engage subcontractors shall ensure their subcontractors procure and maintain the same insurance coverage required by the contractor. Please consult with your insurance agent prior to submitting a bid or proposal to determine whether or not you will be able to secure the necessary insurance.

## Submission of Responses

Sealed responses must be received by the Procurement Department **prior to** the specified due date and time. Responses received after the due date and time or emailed responses **will not be accepted.**

Sealed responses are opened at the place and time specified in the solicitation documents. NTMWD is not responsible for the lateness of a courier, traffic, weather conditions, etc.

**Withdrawal of Bid after closing:** No bid may be withdrawn after bid closing without acceptable reason given in writing and with the approval of the Procurement Manager.

A vendor who submits a bid agrees that a bid price may not be withdrawn or canceled, typically for a period of ninety (90) days following the date designated for the receipt of bids, without written approval of NTMWD. A vendor who submits a proposal agrees that the proposed pricing may not be withdrawn or canceled, typically for a minimum of 120 days following the date designated for the receipt of proposals, without written approval of NTMWD.

## Evaluation and Award

It is the policy of NTMWD to purchase from suppliers who have adequate financial strength, management, service capabilities, and ability to provide materials which consistently meet or exceed NTMWD's requirements, and are otherwise qualified and eligible to receive an award under applicable laws and regulations.

Contracts shall be awarded with reasonable promptness to the **lowest responsive and responsible bidder** whose bid meets the requirements and criteria set forth in the solicitation document.

Contracts solicited through the Request for Proposals method shall be awarded to the offeror whose proposal is determined to be the best value for NTMWD, taking into consideration the evaluation factors set forth in the Request for Proposals.



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**Award Notification:** Official notification of an award can only be made by the Procurement Department. Notice of award given by any other department of NTMWD may be premature and inaccurate.

## Open Records

**Public Accessibility to Bids and Proposals:** Copies of data and information submitted in competitive sealed proposals/bids are not available prior to the contract being awarded. Vendor proprietary/confidential information and data, which is clearly marked by the vendor, may not be considered public information under the Texas Public Information Act.

To submit an Open Records Request, please send an email to NTMWD's Records Department at [recordsrequest@ntmwd.com](mailto:recordsrequest@ntmwd.com) or visit <https://www.ntmwd.com/open-records/>.

## Tax Exemption

NTMWD is exempt from payment of federal excise and transportation taxes, as well as Texas State or local sales and use taxes. If it is determined that the price quoted and recorded on any order or invoice rendered include any such taxes, the amount of the taxes will be deducted from the total of the invoice.

## Invoicing and Payment Requirements

Please submit all invoices to [payables@ntmwd.com](mailto:payables@ntmwd.com).

Invoices may also be mailed to:

North Texas Municipal Water District  
Attn: Accounts Payable  
P.O. Box 2408  
Wylie, Texas 75098

To avoid delays in payment processing, always reference NTMWD's Purchase Order Number on the invoice.

**Payment Terms:** Payment terms are Net 30 for invoices submitted to and approved by NTMWD.

NTMWD pays vendors according to the terms of the contract. All payment inquiries should be directed to the email address listed above.

## Thank You

We would like to express our appreciation for your interest in NTMWD and look forward to doing business with you. If we can be of any assistance or you have any questions, please feel free to contact us at 972.442.5405 or by e-mail at [purchasing@ntmwd.com](mailto:purchasing@ntmwd.com).