

DOING BUSINESS WITH THE CITY OF KILLEEN



The City of Killeen, Texas welcomes the opportunity to do business with interested merchants in the community. The City's Purchasing Division is interested in fostering participation by all qualified business persons offering commodities and services that may be used by the City. The Purchasing Division has the responsibility to make the most economical acquisition of quality materials and services that will assure efficient operation of City Government.



The City has both formal and informal procurement procedures:

FORMAL

Competitive Bidding: *Used to procure labor, materials, and supplies greater than or equal to \$50,000*

Competitive Proposal: *Used for professional or unique services greater than or equal to \$50,000*

INFORMAL

Used whenever the City contracts for labor, materials, supplies, or services less than \$50,000. Quotations are obtained via phone, fax or email.



How to introduce your product or service:

- Watch for the Invitation For Bids, Request For Proposals and Request For Qualifications in the Killeen Daily Herald classified section
- Contact the Purchasing Division to become familiar with the City's purchasing policies and procedures
- Check the City's website at www.ci.killeen.tx.us/finance/generalservices and the Demand Star website at www.demandstar.com
- Attend the Killeen Chamber of Commerce Vendor Expo



Recent examples of opportunities:

- *Uniform rental and cleaning*
- *Design and engineering services*
- *Police Pursuit vehicles*
- *Toner and printer cartridges*
- *Various construction projects*



Contact:

General Services – Purchasing

(254) 501- 7723

or

(254) 501-7729

P.O. Box 1329

Killeen, TX 76540-1329

