

HOW TO DO BUSINESS WITH BEXAR COUNTY



Bexar County Purchasing Department



Daniel R. Garza
Bexar County Purchasing Agent

Daniel Garza serves as the Bexar County Purchasing Agent in San Antonio, Texas. He is responsible for directing the operations of the Purchasing Department to improve leads, manage the planning, development and monitoring of purchasing initiatives to responsively meet the needs of its customers and comply with statutory requirements.

In addition, Mr. Garza identifies and executes innovative solutions to improve service delivery, increase operational efficiency and control costs; develops and communicates goals in support of the County's business mission; demonstrates support for innovation and organization changes necessary to improve organizational effectiveness; and oversees complex and evolving technology systems and e-procurement activities. He actively implements policies and procedures that have the potential to increase Small Minority and Women-Owned Business Enterprise participation and development.

Mr. Garza's previous employment reflects over twenty years in the Procurement field consisting of fifteen years with the Federal Government, four years in the Private Sector, and five years with local County Government.

Mr. Garza obtained a Bachelor's Degree in Management & Human Resources from Park University and a Master's Degree in Procurement & Acquisitions Management from Webster University.

GENERAL INFORMATION

Bexar County was created in 1836 and organized in 1837 as one of the original counties of the Republic of Texas and is now the 4th most populous of the 254 counties in the State of Texas. The County is located in south central Texas and is a component of the San Antonio Metropolitan Statistical Area, the nation's 30th largest Metropolitan Statistical Area. The current estimated population of the County is 1,592,000. Bexar County employs approximately 4,500 individuals and has an annual operating budget of approximately \$1.09 billion.

The Commissioners Court is the governing body of the County. It has certain powers expressly granted by the Texas Constitution and by the Legislature and powers necessarily implied from such grants. Among other things, it approves the budget, determines the tax rates, approves contracts in the name of the County, and determines whether indebtedness should be authorized and issued.

The County Judge is the presiding official of the Commissioners Court and is elected for a four-year term by the voters of the County. Each Commissioner represents one of the four precincts into which the County is divided and is elected by the voters of the precinct for a four-year term.

Other officials having responsibility for the financial administration of the County are the County Tax Assessor-Collector and the County Clerk (both of whom are elected officials), the County Auditor (who is appointed by the District Judges) and the Budget Officer (who is an employee of the Commissioners Court).

MISSION

The Bexar County Purchasing Department is to be recognized by *customers* for delivering exceptional value-added results by being an organization committed to a cost-effective, value-added service that leverages the County's spending power and common work practices to deliver the lowest total cost of acquisition and best supplier performance.

The Purchasing Department will pursue superior customer service and ensure *customers* know we have provided value and met or exceeded all their expectations and business requirements. Each individual in our department is responsible for adopting a "Helpful Attitude" approach to customer service, product delivery and representing Bexar County.

VISION

Building customer relationships is vital to achieving the Purchasing Department goals. This includes ensuring the customer is thoroughly supported, kept informed at all times, and that we understand the customer's expectations, meet those expectations and

manage the acquisition process to those expectations.

**BEXAR COUNTY PURCHASING DEPARTMENT
ORGANIZATION**

Purchasing Agent – Daniel R. Garza

Assistant Purchasing Agent – John Steele

Purchasing Project Lead - Nora P. Guerra

Purchasing Assistant Project Lead – Carmen T. Leos

Contract Manager – Mary Salas

Senior Contract Specialist – Mary Ann Carrizales, C.T.P.

Buyer/Contract Specialist – Patricia C. Torres

Buyer/Contract Specialist – Bob Myers

Buyer/Contract Specialist – Mike Mitchell

Buyer/Contract Specialist – Jason Burgos

Buyer – Debbie Draper

Buyer – Mario Garza

Buyer – Rebecca Alcala-Garza

Procurement Data Analyst – Leticia Munoz

Procurement System Specialist – Veronica McDonald

Procurement System Specialist – Rene Castillo

Procurement Card Specialist – Chrissy Lopez

Lead Fixed Asset Specialist – Susan Evans

Fixed Asset Specialist – Joseph Trinidad

Fixed Asset Specialist – Rafael Covarrubias

ETHICS

In accordance with Texas Government Code §572.051 (Standards of Conduct); Purchasing Department staff shall not:

- (1) Accept or solicit any gift, favor, or service that might reasonably tend to influence the officer's or employee's official conduct;
- (2) Accept other employment or engage in a business or professional activity that may require to disclose confidential information;
- (3) Accept other employment or compensation that could reasonably be expected to impair independence of judgment in performance of official duties;
- (4) Make personal investments that could create a substantial conflict between officer or employee's private and public interest;
- (5) Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised powers or performed official duties in favor of another.

PROCUREMENT NEEDS

The following represents a sample of commodities Bexar County procures:

Paper	Furniture
Software / Hardware	Office Supplies
Toner	Road/Asphalt Materials
HVAC	Electrical
Plumbing	Lumber
Printers	Janitorial
Vehicles	Heavy Duty Equipment
Forensic	Computer Peripherals

PROFESSIONAL SERVICES

Bexar County occasionally requires professional services such as consultants, legal, medical, architectural, engineering, etc. A Request for Qualifications may be issued for the aforementioned and additional professional services.

CENTRALIZED VENDOR REGISTRATION

Vendors who want to do business with Bexar County are encouraged to register with the Bexar County Purchasing Department by visiting:

<http://bcit-pub-web1.bexar.org/purchasing/>

1) Registration

- Click on Create Account and fill-in all fields and submit.
- The Purchasing Department will review vendor information and complete vendor registration process.
- If experiencing difficulties registering, call 210-335-2211, or email: purchasing1@bexar.org

PROCUREMENT OPPORTUNITIES TEXAS BID SYSTEM

To access and view Bexar County bid opportunities, vendors must register with the Texas Bid System. Vendors have two (2) options when registering:

- (1) Search Access Only – The “FREE” on-line registration will guide vendors step-by-step during the registration process. Once registered, vendors will manually search for bid opportunities at all times.
- (2) Automatic E-Mail Notification – Texas Bid System provides vendors an option to receive e-mail notifications of all posted bid opportunities based on the vendor’s registration commodity code selections. There is an annual \$49.95 fee to receive e-mail notifications.

You can register with Texas Bid System at the following website:

<http://www.govbids.com/scripts/teg/public/info/regoptions.asp>

Note: There are twelve (12) other public agencies that utilize the Texas Bid System. When the vendor accesses bid opportunities, all agencies bids will be listed for viewing.

The following represents the registration process:

1) Registration

- Go to <http://www.govbids.com/scripts/teg/public/info/regoptions.asp>
- Select Option (1) or (2), whichever you desire
- Complete the on-line registration process

2) Accessing Bid Opportunities

- Log into the Texas Bid System with the assigned log-in and password
- Click on desired bid opportunity
- Click on Specification Documents
- Click on Solicitation Document (RFQ/IFB/RFP)
- Print Solicitation to include all other attached documents
 - For a Request for Quote (RFQ): Fill-out all required fields and mail, fax, email, or deliver to the address as specified on or before the due date and time in RFQ. Late responses will not be accepted.
 - For an Invitation for Bid (IFB): Fill-out all required fields and mail or deliver in a “sealed” envelope to the address as specified on or before the due date and time. Bids received after the time and date set for submission are not accepted and will be returned unopened.
 - For a Request for Proposals (RFP): Submit Proposal in accordance with the scope of work/services and mail or deliver it in a “sealed” envelope to the address as specified on or before the due date and time. Bids received after the time and date set for submission are not accepted and will be returned unopened.
 - Ensure all required exhibit documents are submitted with your response.
 - Identify vendor name, address and the solicitation number on the front of the sealed envelope containing your bid/proposal.
- If experiencing difficulty accessing the Texas Bid System, please call:

1-(800) 677-1997 Ext. 214, Monday through Friday, 8:00 A.M. - 8:00 P.M. Eastern Time.

CONSTRUCTION BID OPPORTUNITIES CIVCAST SYSTEM

The Bexar County Purchasing Department utilizes the CivCast System for all road construction and flood control projects. Vendors may access construction bid opportunities at the following website link:

<http://www.civcastusa.com/>

The following represents the registration process:

1) Registration and Accessing Construction Bid Opportunities

- Go to <http://www.civcastusa.com/>
- Click on registration and complete the “free” on-line process
- Click on Bid Docs
- Click on Project Manual
- At this time, vendor is required to log-in to CivCast System
- Complete the on-line registration process

2) Accessing Bid Opportunities

- Log into the CivCast System with assigned user name and password
 - Click on desired bid opportunity
 - Click on Specification Documents
 - Click on Bid Docs
 - Click on Bid Advertisement and/or Project Manual
 - Print Solicitation to include all other attached documents
-
- For Invitation for Bid (IFB): Fill-out all required fields and mail or deliver it in a “sealed” envelope to the address as specified on or before the due date and time. Late bids will not be accepted.
 - For Request for Proposals (RFP): Submit Proposal in accordance with the scope of work/services and mail or deliver it in a “sealed” envelope to the address as specified on or before the due date and time. Late proposals will not be accepted.
 - Ensure all required exhibit documents are submitted with your response.
 - Identify vendor name, address and the solicitation number on the front of the sealed envelope containing your bid/proposal.

Note: Ensure proper bonding is submitted in accordance with specifications.

The following information addresses the Bexar County procurement process from the initial request to vendor payment:

Step	Performed By:
Identify requirements and obtain funding	User Department (“Department”) (may have assistance from Purchasing)
Define/finalize requirements	Department and Purchasing
Submit requisition outlining requirements to Purchasing / Verify Funding	Department / Auditor
Solicit, advertise and generate Purchase Orders and Contracts from requisition and send to vendor	Purchasing
Deliver good/service as outlined in contract and submit invoice	Vendor
Receive good/service and verify completeness against contract	Department (with coordination from Purchasing – especially for fixed assets)
Document receipt on receiver copy of order and submit to Auditor’s Office	Department
Match receiver copy with invoice and generate payment	Auditor
Submit payment claim to Commissioners Court for approval	Auditor
Approve payment of claim	Commissioners Court
Disburse payment of claim	County Treasurer

SMALL, MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (SMWBE) PARTICIPATION

Bexar County encourages Small, Minority and Woman Owned Business Enterprise participation with all competitive procurement process.

Bexar County is committed to increasing the involvement of SMWBE in its procurement process. Similarly, the County promotes SMWBE participation in its Tax Phase-in Program to support the growth and diversity of a regional economy.

The Commissioners Court established as a targeted goal that a minimum of 20% of all procurement dollars in the areas of Commodities, Equipment, Services (non-professional and operations), Maintenance and Construction are spent with minority and women-owned business enterprises, and a minimum of 30% of those procurement dollars are spent with small business enterprises.

For additional SMWBE information, please contact the SMWBE Program Office at 210-335-2478, or visit <http://www.bexar.org.smwbe/>

SMWBE CERTIFICATIONS

Bexar County recognizes Small, Minority and Women-Owned Business Enterprise certifications issued by:



- **South Central Texas Regional Certification Agency (SCTRCA)**
Local Agencies) – www.sctrca.org

Bexar County, City of San Antonio, University Health System, Edwards Aquifer Authority, San Antonio River Authority, San Antonio Housing Authority, Alamo Community College District, Port of San Antonio, Brooks Development Authority and VIA Metropolitan Transit

H-E-B, AT&T, AT&T Center, SpawGlass, and other private sector organizations



- **Historically Underutilized Business (HUB) – State Database**
173 State Agencies, Entities, Colleges and Universities
www.window.state.tx.us



- **Southwest Minority Supplier Development Council (SMSDC) –**
www.smsdc.org



- **Women's Business Enterprise Alliance (WBEA) –** www.wbea.org



- **SBA 8(a), SBE, SBA, DBE – Federal**
www.sba.gov

For additional information, please contact the Bexar County Purchasing Department

Bexar County Purchasing Department
233 N. Pecos, Suite 320
San Antonio, Texas 78207
210-335-2211 (Phone)
210-335-2219 (Fax)