



HOW DO I GET MY COMPANY'S NAME ON THE CITY OF AMARILLO BID LIST?

To get on the bidder's list, you may mail or fax a City of Amarillo vendor application to the City of Amarillo Purchasing Department. The application can be downloaded from the City of Amarillo website, www.amarillo.gov or you can call (806) 378-3028 to obtain one.

Be as specific as possible in nature and type of products or services that your company would like to provide. The application must include your company name, mailing address, city, state, zip code, telephone number, fax number and an 800 number if available with a primary contact name. Always include the manufacturers that your company represents. The more information that we receive from each vendor will allow the Purchasing Department to classify your company better.

You may fax this request to (806) 378-9494, email purchasing2@amarillo.gov, or mail it to the following address:

City of Amarillo
Purchasing Department
P.O. Box 1971
Amarillo, Texas 79105-1971

Upon receipt of your request, it will be coded with the applicable NIGP commodity codes for the products or services that your company provides. Those commodity codes will then be entered into the computer and stored until your particular product or service comes up to bid.

The City of Amarillo Purchasing Department is now submitting bids through the online bidding system Public Purchase. Through this process, we hope to achieve maximum vendor participation in online bidding, as well as strive to be financially responsible with taxpayer dollars to foster the public's trust and confidence. Please go to www.publicpurchase.com. You will need to register as a vendor if this is your first time and after that you will be able to download a copy of the bid.

The City of Amarillo also advertises bids under the Legal Notices in the Amarillo Globe News on Mondays and on the City of Amarillo's web page at www.amarillo.gov

The City of Amarillo Purchasing Department is located in the City Hall Building at 509 S.E. 7th, Room 307. We are available for sales calls Monday thru Friday from 8:30am to 4:00pm each day. Appointments are not required, but are strongly encouraged.



HOW DO I GET MY COMPANY'S NAME ON THE CITY OF AMARILLO ONLINE BIDDING SYSTEM LIST

To access to the City of Amarillo online bidding system, go to www.Amarillo.gov and highlight the "Department" tab on the left side of the page and then click on "Purchasing" in the middle of the screen. Next, click on the bid information tab and scroll to the bottom of the page to the "Register at Public Purchase to become a vendor it's free" icon. Click on the green "Register" tab, which will prompt you to register with Public Purchase for free. After you do this, it will prompt you to enter in your company information and allow you to set up a username and password so that you can access the system under your own unique id. Follow steps one through seven on the Public Purchase website to complete the vendor registration process and to begin receiving electronic notifications of City of Amarillo current bidding opportunities.