

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

To get on the bidder's list, submit a completed City of Amarillo Vendor Application to the City of Amarillo Purchasing Department. The application can be downloaded from the City of Amarillo's website, [www.amarillo.gov](http://www.amarillo.gov) by choosing Purchasing from the Citizen Action Center on the right hand side of the home page, then choose Vendor Information, then choose Vendor Application or Departments, Purchasing, Vendor Information, Vendor Application. You can also call (806) 378-3028 to obtain one.

The application should include all NIGP Commodity Numbers your company would like to provide. The application must include the company name, primary contact name, mailing address, city, state, zip code, telephone number, fax number and an 800 number if available with a primary contact name. (Always include manufacture's that you company represents. The more information that we get the better we can classify your company).

You may fax the completed Vendor Application to (806) 378-9494 or mail it to the following address:

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

Upon receipt of your application, it will be coded with the applicable NIGP commodity codes for the products or services 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.

Please keep in mind that if the City of Amarillo Purchasing Department receives three consecutive No-Bids or No-Responses, your company will be deleted from our vendor file for that particular product or service.

The City of Amarillo also advertises bids under the Legal Notices in the Amarillo Globe News on Mondays and on the City of Amarillo web page ([www.amarillo.gov](http://www.amarillo.gov)) (Departments, Purchasing, Bid Information, Bid Opportunities List).

The City of Amarillo Purchasing Department is located in the City Hall Building, 509 E. 7<sup>th</sup>, and Room 307. We are available for sales calls Monday thru Friday 8:30 a.m. to 4:00 p.m. 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](http://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.