

# How to do Business with Williamson County, Texas



## *A Reference Guide for Interested Suppliers*

Provided by the:

**Williamson County Purchasing  
Department 100 Wilco Way,  
Suite P101 Georgetown, Texas  
78626**

**(512) 943-3553**

**[www.wilco.org/purchasing](http://www.wilco.org/purchasing)  
[purchase@wilco.org](mailto:purchase@wilco.org)**



## WELCOME TO BUSINESS WITH WILLIAMSON COUNTY!

This guide has been developed to assist current and future suppliers who have interest in conducting business with our County. Whether you are a first-time supplier, or you have been doing business with us for many years, this should help you better understand the legal and ethical responsibilities of the Williamson County Purchasing Department. Some of the key areas of interest for you will include:

- Understanding the competitive bid process.
- How you can respond to bids electronically.
- How you will get paid.

If you have questions, I encourage you to give a call or send us an email. We are here to help you—help us!

Sincerely,

*Joy Simonton*

Joy Simonton  
Purchasing Agent/Director  
512-943-1555  
[joy.simonton@wilco.org](mailto:joy.simonton@wilco.org)



## Table of Contents

1. Mission Statement
2. Code of Ethics
3. Purchasing Law
4. Competitive Bids, Proposals and Bonds
5. Electronic Bidding/Proposal Submittal
6. The “3 Way Relationship”
7. Billing/Payments
8. Sharing Information
9. Staying Up to date
10. Purchasing Department Contact Information



## Mission Statement

Revised 03/09/2021

### Williamson County Purchasing Department Mission Statement

The Purchasing Department serves to acquire goods and services essential to the operation of Williamson County government for the best value possible in compliance with the Texas Local Government Code and the policies set forth by the Commissioners Court.

We seek to remain a results-oriented resource that seeks opportunities for costs savings and the broadening of our vendor base. We provide more than 20 years of ethical and transparent business practices founded in fairness and committed to the public trust.

## Code of Ethics

Williamson County has adopted a policy that incorporates a strict code of ethics and provides guidelines for proper procurement procedures. County employees, as well as suppliers are expected to adhere to this policy. The Code of Ethics serves as a constant reminder of how County purchasing is expected to occur, and under what type of conditions. The underlying premise of this policy is to:

- **Protect the county's integrity.**
- **Ensure that public monies are spent properly, legally, and for public projects only; and**
- **Assure fairness in competitive access to the county's procurement by responsible suppliers.**

People involved in the purchasing process are exposed to more than ordinary temptation to abuse the powers of their office. This is because they direct the spending of a large amount of public money. It's a serious breach of the public trust to subvert the public purchasing process by directing purchases to certain favored suppliers, or to tamper with the competitive bidding process, whether it's done for kickbacks, friendship, or any other reason.

The statutes governing local government purchasing impose criminal penalties for violating the provisions of the various Acts. In addition, many local governments impose sanctions for violation of local ordinances on purchasing.

Since any misuse of the purchasing power of a local government carries such drastic consequences, and many such misuses are from a lack of clear guidelines about what constitutes an abuse of office, the guidelines outlined here and the Code of Ethics outlined on the following page, must be strictly adhered to.



Purchasing Department

Williamson County also requires ethical conduct from those who do business with the County. Contracts will contain a clause stating that any effort to influence an employee to violate the standards of the Code is grounds to void the contract. Suppliers to the government are required to certify that they will not attempt to influence any employee to violate the Code.



## CODE OF ETHICS

### Statement of Purchasing Policy

"Public employment is a public trust. It is the policy of Williamson County to promote and balance the objective of protecting the County's integrity and the objective of facilitating the recruitment and retention of personnel needed by Williamson County. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service.

Public employees must discharge their duties impartially to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Williamson County procurement organization.

To achieve the purpose of this Article, it is essential that those doing business with Williamson County also observe the ethical standards prescribed here."

### General Ethical Standards

1. It shall be a breach of ethics to attempt to realize personal gain through public employment with Williamson County by any conduct inconsistent with the proper discharge of the employee's duties.
2. It shall be a breach of ethics to attempt to influence any public employee of Williamson County to breach the standards of ethical conduct set forth in this code.
3. It shall be a breach of ethics for any employee of Williamson County to participate directly or indirectly in procurement when the employee knows that:
  - The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement.
  - A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
  - Any other person, business, or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.



4. **Gratuities.** It shall be a breach of ethics to offer, give, or agree to give any employee, or former employee, of Williamson County, or for any employee, or former employee, of Williamson County to solicit, demand, accept, or agree to accept from another person, a gratuity, or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before this government.
5. **Kickbacks.** It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Williamson County, or any person associated therewith, as an inducement for the award of a subcontract or order.
6. **Contract Clause.** The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation, therefore.
7. It shall be a breach of ethics for any employee or former employee of Williamson County knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

## Purchasing Law

The most important aspect of purchasing is adherence to applicable statutory requirements. Regardless of how attractive a business offer may be, it simply cannot be done under any circumstances, unless it follows applicable law.

The laws that govern the way Texas counties procure goods and services, in large part, is specified in the Texas Local Government Code, Chapter 262.021, Subchapter C, as well as the County Purchasing Act. This information relates to the **specific bid requirements prior to a purchase being made.**

There are other laws as well, such as the Texas Government Code, Chapter 113.901, Subchapter Z, which requires the issuance of **Purchase Order for materials and supplies prior to a purchase being conducted.**

**The following explanation should help you understand what we are required to follow prior to making a commitment to purchase.** There are two rules of thumb: one, if the total of the purchase to be made amount (aggregate of all departments in the County) will cause the county to have spent **more than \$ 50,000 during the current budget year, the County cannot make the purchase without a public sealed bid process;** second, all departments are required by County purchasing policy to obtain a minimum of **three price quotes on spot type purchases that do not**



**fall under the \$50,000 statutory limit.**

Competitive Bids, Proposals & Bonds Explained

## **COMPETITIVE BIDDING**

Competitive bidding means letting the available suppliers compete to provide goods and/or services. In the case of local governments, the bidding process has two additional purposes.

The first purpose is to ensure that the public monies are spent properly, legally and for public projects only, and that the best possible value is received for the money. The second purpose is to give those qualified and responsible suppliers who desire to do business with the County a fair and equitable opportunity to do so. The use of a standard bidding procedure gives the public assurance that their monies are properly safeguarded.

Competitive bidding can be accomplished on two levels. The first level of bidding consists of contacting suppliers, either by telephone or in writing, to allow them the opportunity to give a price quotation on a desired good or service. The next level uses formal sealed bids, which is the process that is normally referred to as "competitive bidding."

**Price quotations should be sought on all purchases less than the dollar level which requires sealed competitive bids unless the purchase is a relatively minor purchase or an emergency purchase.** Even emergency purchases should use all practical means to obtain the best price available. This is discussed in the section on negotiated or non-bid purchases.

**Formal sealed bids are used for those bids exceeding a set dollar level, specified by statute.** The bid consists of the items offered by the supplier in response to the specifications, along with details governing the offer. Bidding for the various local governments is controlled by the appropriate purchasing statute. All statutes contain the following general requirements:

The bids are to be advertised, based on the specifications and conditions of purchase provided by the government.

Bids are received until a certain future date and hour set out in the specifications. After that date and time, no further bids are accepted.

The bids are opened at the specified date and hour and submitted to the governing body. Generally, the lowest and best responsible bid is accepted. **If no bid is found to be acceptable, Williamson County requires three quotes to be acquired, and the lowest and best responsible bid will be accepted.**

It should be the consistent policy of the County to use competitive principles in awarding all public contracts of any amount with very limited exceptions. This includes the purchase and lease of goods, the purchase of services, and construction projects. These competitive principles should apply to all



departments and divisions of the county.

**Bids may be subject to bonding requirements. A performance bond may be required for publicworks projects or on bids exceeding \$100,000.** This is to ensure that if the bidder attempts to withdraw after his bid is accepted, the County will not suffer loss.

**The successful bidder on a public works contract exceeding \$25,000 must post a payment bond. The successful bidder on any other contract exceeding \$50,000 may have to post a performance bond (up to the full amount of the contract), if required by the County.**

**Bonds must be executed with a surety company authorized to do business in the state of Texas.**

### **COMPETITIVE PROPOSALS**

**Competitive Proposals** are similar to competitive bids but are limited in scope but the Texas statutes. They are used for high-technology products or services, procuring insurance, and construction projects. However, Texas code allows this method to be utilized for other goods and services, if it is in the best interest of the county.

A specification is written using performance standards rather than the description of the good and/or service. The specification also lists the factors by which the proposal will be judged, and the weight to be given to each factor.

Suppliers submit proposals of their own design for a system to satisfy the requirement set forth in the proposal. Proposals may incorporate entirely different hardware or services to accomplish the same performance.

After proposals are received, the county may enter into negotiations with as many suppliers as have submitted feasible proposals in order to arrive at the best possible proposal for each supplier.

### **INVITATIONS FOR BIDS/REQUESTS FOR PROPOSALS**

**Invitations for Bid (IFB) / Requests for Proposals (RFP):** These documents are designed to solicit bids or proposals from well-qualified suppliers. They are usually sent to suppliers known to provide the particular commodity, or who are on a list of suppliers as providing that particular commodity. The IFB/RFP is also advertised in the local newspaper per statutory requirements.

Competitive bidding and competitive proposals are required by statute for purchases over certain dollar limits. Currently, most counties and all cities with over 50,000 population must competitively bid all contracts for amounts exceeding \$50,000.

The system should be simple and practical, and the bids must be advertised as widely as possible, for competition to work. Complicated IFB/RFPs discourage competition and drive up prices.



IFBs and RFPs may be cancelled by the County at any time before the date set for opening bids. Notice should be made to all suppliers receiving bid/proposal invitations. IFBs and RFPs may also be modified after being issued. **Using the Electronic bidding process (discussed later in this document), any addendums or changes to the bid will be notified via email to each supplier who has placed a bid.**

### **PROCEDURE FOR MAKING NORMAL NON-BID PURCHASES...**

For any purchase that is less than the level requiring competitive bids, the following procedures should be used:

- A. Obtaining Price Quotations. Price quotations should be obtained from a sufficient number of suppliers to ensure competition. The required number that is recommended is a minimum of three. However, based on the buyer's professional judgment, as many as ten price quotes may be requested, based on the estimated cost of the purchase.

Procedures for obtaining price quotations are not established by state law and may be structured according to the needs of the County. The following procedures are suggested, although the County should set the dollar levels based on its own requirements.

1. Purchases costing between **\$5000** and the bid limit. On receiving a requisition for a purchase below bid limits, but costing \$5000 or over, the Requesting Department consults its supplier file or the County's electronic bidding/quoting Bonfire system for **reliable suppliers providing the desired good or service.**
  - (a) Written requests for price quotations are sent to at least **three** suppliers. The list of suppliers should be rotated so that, over time, all suppliers are contacted an approximately equal number of times.
  - (b) The request for price quotations should be on a standard form. It should contain at least the following information:
    - (1) Name and address of supplier.
    - (2) Description of item.
    - (3) Quantity required.
    - (4) Last date quotations accepted.
    - (5) Approximate date delivery is required; and
    - (6) Terms and conditions of purchase.

- (c) The standard form should request certain specific information, such as:
- (1) Total or unit price, as specified; and
  - (d) The date through which quoted price will be effective. The request for price quotations should require that the quoted price would be honored during the stated period.
2. Purchases costing less than \$5000. On receiving a requisition for a purchase for less than \$5000, the Requesting Department consults its supplier file or the County's electronic bidding/quoting Bonfire system for reliable suppliers providing the desired goods and/or services.
- (a) A written or telephone request for price quotation is made to a supplier (three quotes are not required). The list of suppliers should be rotated so that all suppliers are contacted an approximately equal number of times.

Certain information should be provided to the supplier, including at least the following:

- (1) Description of item.
  - (2) Number of items required.
  - (3) Date delivery required, as accurately as possible; and
  - (4) the terms and conditions of purchase.
- (b) Whether a written or telephoned price quotation is received, certain specific information should be obtained, and recorded in writing, such as:
- (1) The name and address of the supplier.
  - (2) Total or unit price, as specified.
  - (3) Date through which quoted price will be effective.
  - (4) Name of the representative giving the quote; and
  - (5) The specific product offered, if not already stated.
- B. Selecting the Supplier. After price quotations are taken, a supplier is selected. This selection is based on several relevant factors, including (but not limited to):
1. **Price** – All other factors being equal, the lowest price should always be taken.



2. **Quality of good and/or service** – If more than one supplier can deliver at an acceptable price, the relative quality of each should be considered.
3. **Reliability of the supplier** – Based on past performance as documented in the supplierfile.
4. **Supplier's ability to service the item.**



# Bonfire Account Creation

On the public facing Williamson County website vendors can register their company profiles to receive solicitation notifications and submit bids and proposals to Williamson County opportunities:

Go to [www.wilco.org/Purchasing](http://www.wilco.org/Purchasing), then click on vendor registration

The screenshot shows the Williamson County Purchasing Department website. The browser address bar displays <https://www.wilco.org/Purchasing>. The website header includes the Williamson County logo and navigation links for Elected Officials, Residents, Departments, Business, and How Do I. The main content area features a sidebar with a list of links: Purchasing Staff, Surplus Auction, Code Of Ethics, Conflict Of Interest, Vendor Reimbursement Policy, Supplier Information, Frequently Asked Questions, Purchase Order Terms And Conditions, and Certificate Of Interested Parties Texas Ethics Commission (Form 1295). Below this is a 'Contact' section with a photo of the Georgetown Annex and contact information for Joy Simonton, Purchasing Agent. The main content area has a large image of a lake and a row of four buttons: Current Solicitations, Past Solicitations, Vendor Registration, and Frequently Asked Questions. A red arrow points from the 'Vendor Registration' button in the navigation menu to the 'Vendor Registration' button in the main content area. Below the buttons is the 'Purchasing Department' heading and a statement of purpose: 'Our goal is to serve the public, the county organization, and our suppliers efficiently, professionally, and ethically. This website serves to assist suppliers about the following: How to do business with Williamson County, Supplier Information, and Frequently Asked Questions.'



Next click on **New Vendor Registration**:

The screenshot shows the 'Procurement Portal' interface. At the top left, it says 'cloud DEMO Portal'. At the top right, there is a 'Log in / Register' button. The main content area is titled 'Procurement Portal' and includes the user name 'Gisela Peters'. Below the title, there are three tabs: 'Log in', 'Open Public Opportunities', and 'Past Public Opportunities'. Under the 'Log in' tab, there is a section for logging in with a Bonfire account, including fields for 'EMAIL' and 'PASSWORD', and a 'Log in' button with a link for 'Forgot your password?'. A red box highlights the '+ New Vendor Registration' link, which includes the sub-link 'Create your free Bonfire account >'. Below this is a 'Need Help?' section with a link to 'Contact Bonfire Support here >'. At the bottom, there are links for 'Technical Support', 'Portal Security', 'Terms of Service', and 'Privacy Policy'. The page is powered by Bonfire.

If you do not have a specific portal you wish to register on, you can register via the Bonfire [Global Demo Portal](#).

**NOTE:** The Global Demo Portal can be used for registration and adjusting your Global Vendor Settings. However, you will NOT see any public listings of bids within this portal.

Fill out all the listed fields and then click on **Create Account**:

cloud DEMO Portal Log in / Register

**Procurement Portal**  
Whitney Chen cloud DEMO

Log in Open Public Opportunities Past Public Opportunities

**Register as a Vendor**

Organization Name

First Name  Last Name

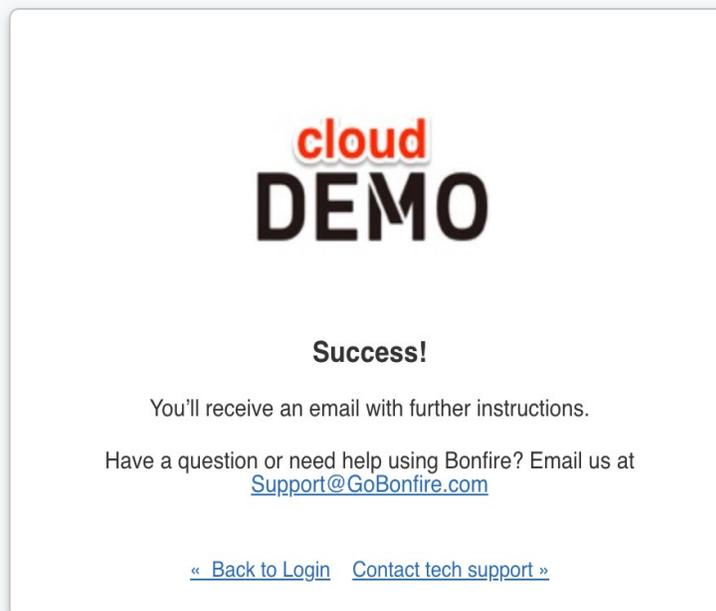
Email  Email (Again)

Create account »

**Log in with your Bonfire Account**  
[Show account login screen »](#)

**Need Help?**  
[Contact Bonfire Support here »](#)

You'll know your account was created successfully if you see a **Success** message:



## Create a Password

To continue with the registration process, check your inbox for an email confirmation. The email will have the "You've signed up to be a Bonfire Vendor and need to finish registering" subject line.

You've signed up to be a Bonfire Vendor and need to finish registering »

Bonfire No-Reply <No-Reply@gobonfire.com>

Thu, Jul 8, 7:19 PM (11 days ago)

to [redacted] ▾

### cloud DEMO

Hello,

**You've signed up to be a Bonfire Vendor  
and need to finish registering**

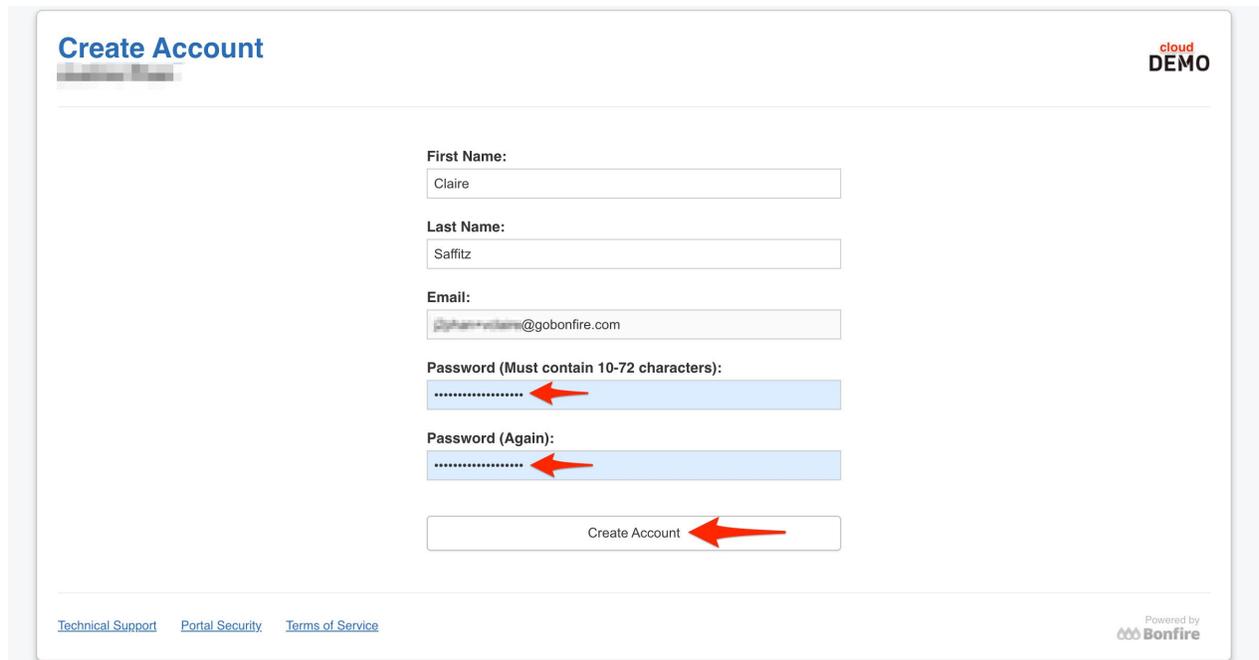
To complete your registration, click below and create  
your account.

[Complete your registration »](#)

Have a question or need help using Bonfire? Email us at  
[Support@GoBonfire.com](mailto:Support@GoBonfire.com).

Powered by  Bonfire

Clicking on **Complete your registration** will take you back to Bonfire's registration pagewhere you can create a **Password**. Click **Create Account** to continue the process.



**Create Account** cloud  
DEMO

First Name:

Last Name:

Email:

Password (Must contain 10-72 characters):

Password (Again):

[Technical Support](#) [Portal Security](#) [Terms of Service](#) Powered by  
Bonfire

## Account Confirmation

**NOTE:** If you don't receive this email in 5 minutes, please see our [Why am I not receiving emails?](#) page.

After creating your password you'll continue to the **Registration** screen and can complete **Step I** by accepting the Privacy Policy and Terms of Service.



## Registration

In addition to creating your account, Gisela Peters needs you to provide the following information. Please complete all of the steps below.

- Step 1: Account Confirmation
- Step 2: Account Information
- Step 3: Documentation
- Optional: Commodity Codes
- Registration Complete

Your account with the email address `gpeters+v3@gobonfire.com` has been confirmed!

I accept the [Privacy Policy](#) and [Terms of Service](#).

**Save and continue to Step 2: Account Information »**

## Account Information

You can now fill out further information to add to your Vendor Record:

## Registration

In addition to creating your account, Gisela Peters needs you to provide the following information. Please complete all of the steps below.

✔ Step 1: Account Confirmation

✖ Step 2: Account Information

✖ Step 3: Documentation

📌 Optional: Commodity Codes

✔ Registration Complete

All information that you need to provide has been filled in. You can make additional changes to this information below. Fields that are required are denoted with a red asterisk (\*).

Profile*			
Vendor Name*		Address Line 1*	Address Line 2
bitty kitty rescue			
Contact First Name	Contact Last Name	Address Line 3	Address Line 4
jane	doe		
Contact Email		City*	State / Province*
janedoe@gmail.com			
Phone Number		Postal / Zip Code*	Country*
HST/GST Number			

🔗 Help

### Select Your Vendor Types

Click on the + button beside each Vendor Type to add



test

test



Business Certified as Veteran Owned

Please provide federal, state or provincial certification of your status as a Veteran-Owned Business

Save

Continue to Step 3: Documentation »

**NOTE:** Be sure to fill out all the fields marked with a red asterisk otherwise you will not be able to complete your registration.

If the organization you're registering with has set up **Vendor Types**, you will also be able to select and self-identify which Vendor Types you belong to. You can select more than one Vendor Type if more apply.

### Select Your Vendor Types

Click on the + button beside each Vendor Type to add

- test  
test
- Business Certified as Veteran Owned**  
Please provide federal, state or provincial certification of your status as a Veteran-Owned Business

Save

If the organization has also set up **Custom Fields** in association with a particular Vendor Type you've selected, you will see an additional tab populate labeled Custom Fields, which is located next to the Profile tab:

### Registration

In addition to creating your account, Success Team needs you to provide the following information. Please complete all of the steps below.

- Step 1: Account Confirmation
- Step 2: Account Information
- Step 3: Documentation
- Step 4: Commodity Codes
- Registration Complete

All information that you need to provide has been filled in. You can make additional changes to this information below. Fields that are required are denoted with a red asterisk (\*).

Profile*	Custom Fields*
----------	----------------

Vendor Name\*  
TIMEPOINT Ltd

Address Line 1\*  
Test 123

Address Line 2

Contact First Name  
Sam

Contact Last Name  
Smith

Address Line 3

Address Line 4

Contact Email  
xwu+v90@gobonfire.com

City\*  
City

State / Province\*

Phone Number

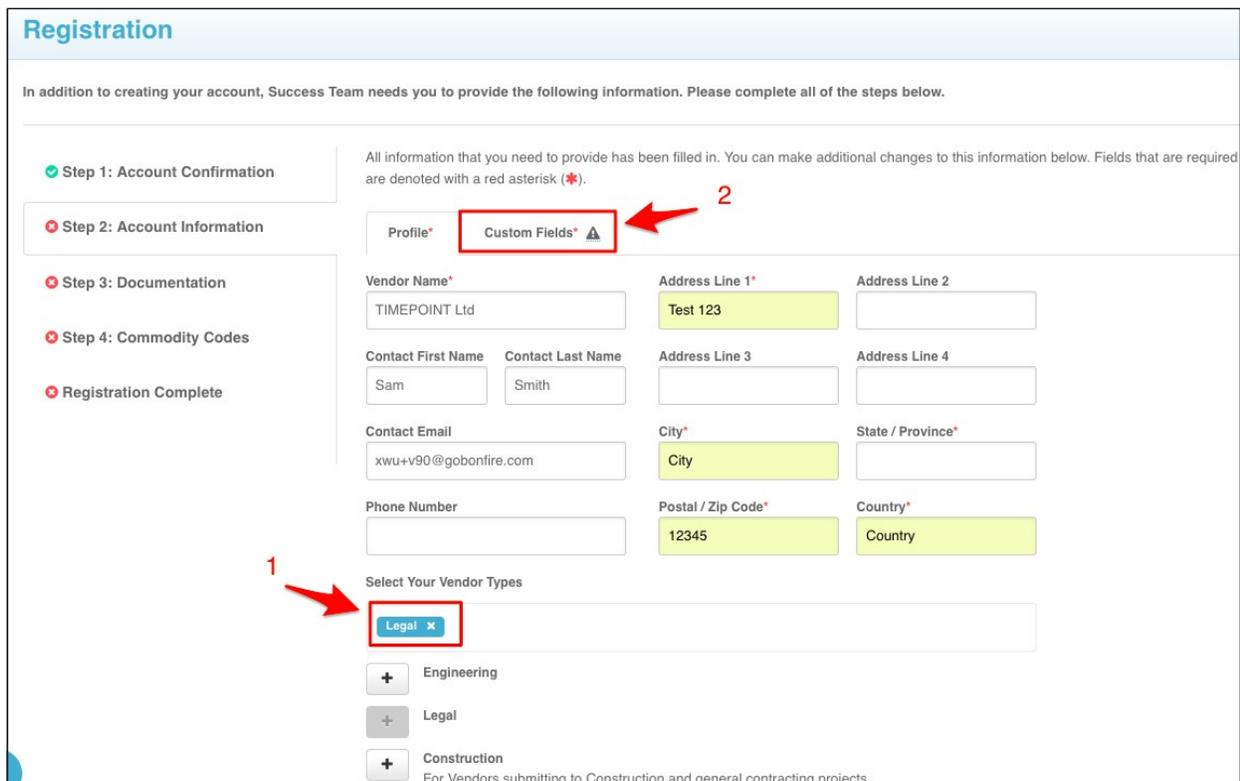
Postal / Zip Code\*  
12345

Country\*  
Country

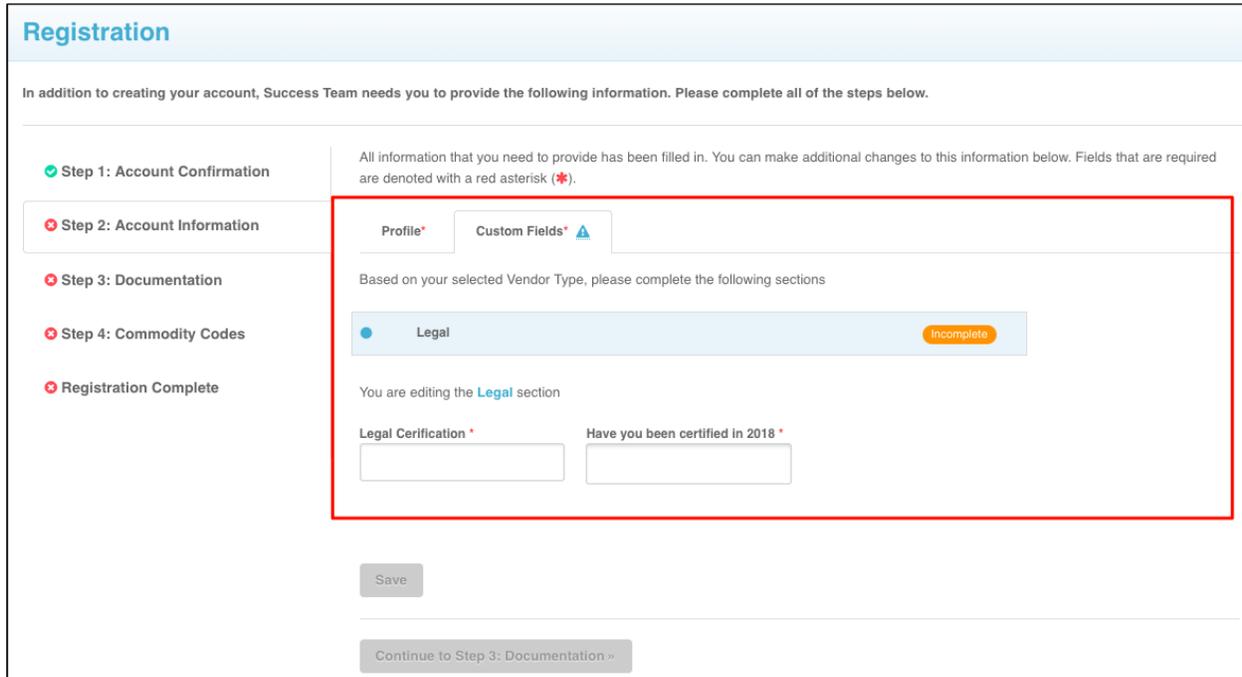
Select Your Vendor Types

Legal

- Engineering
- Legal
- Construction  
For Vendors submitting to Construction and general contracting projects.



Within the Custom Fields tab, you will see any sections that you will need to complete based on the Vendor Types you selected:



**Registration**

In addition to creating your account, Success Team needs you to provide the following information. Please complete all of the steps below.

- ✔ Step 1: Account Confirmation
- ✘ Step 2: Account Information
- ✘ Step 3: Documentation
- ✘ Step 4: Commodity Codes
- ✘ Registration Complete

All information that you need to provide has been filled in. You can make additional changes to this information below. Fields that are required are denoted with a red asterisk (\*).

Profile\* Custom Fields\* ⚠

Based on your selected Vendor Type, please complete the following sections

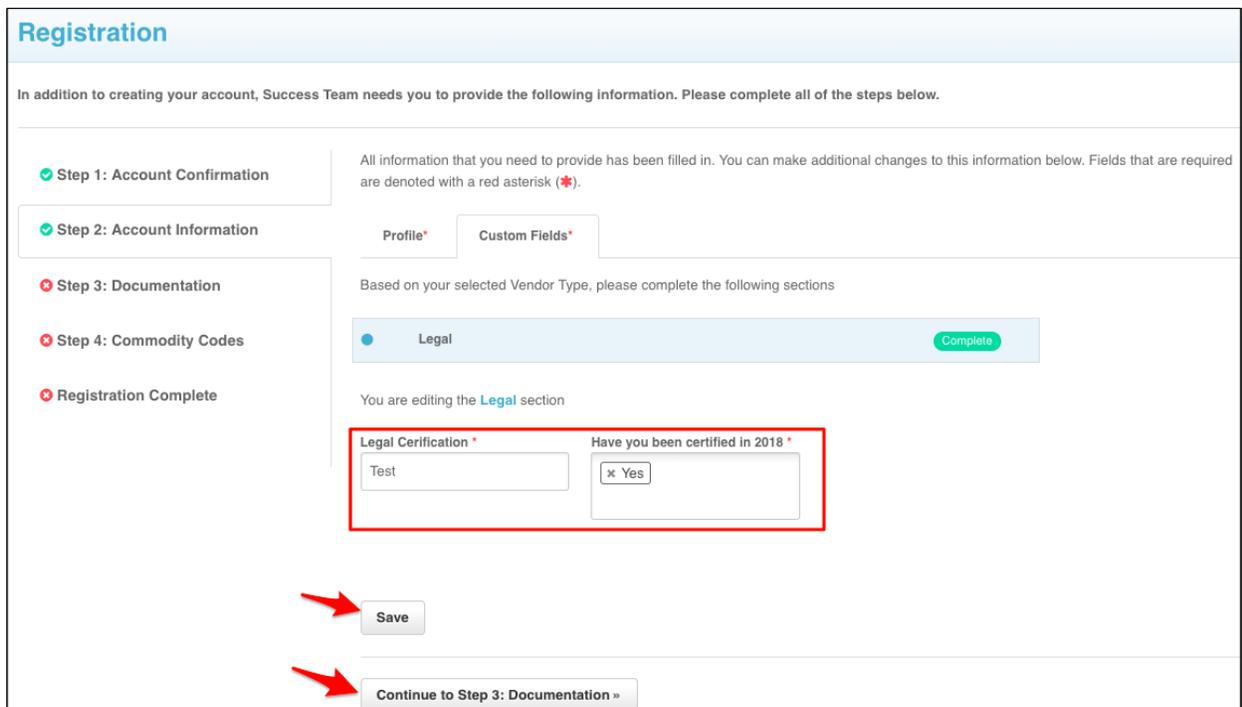
- Legal Incomplete

You are editing the Legal section

Legal Certification \*

Have you been certified in 2018 \*

Once you fill out the necessary information, the orange Incomplete status will update to a green Complete status. You can then click **Save** and then **Continue to Step 3: Documentation**.



**Registration**

In addition to creating your account, Success Team needs you to provide the following information. Please complete all of the steps below.

- ✔ Step 1: Account Confirmation
- ✔ Step 2: Account Information
- ✘ Step 3: Documentation
- ✘ Step 4: Commodity Codes
- ✘ Registration Complete

All information that you need to provide has been filled in. You can make additional changes to this information below. Fields that are required are denoted with a red asterisk (\*).

Profile\* Custom Fields\*

Based on your selected Vendor Type, please complete the following sections

- Legal Complete

You are editing the Legal section

Legal Certification \*

Have you been certified in 2018 \*

## Documentation

For this step, you will be presented with any Documentation the Buyer requires you to upload as part of the Vendor Types you have selected.

**NOTE:** If no documentation is required and you see a message that says, "There are no Requested Documents at this time", you can proceed to the next step by clicking it on the left sidebar:

### Registration

In addition to creating your account, Whitney Chen needs you to provide the following information. Please complete all of the steps below.

✔ Step 1: Account Confirmation

✔ Step 2: Account Information

✔ Step 3: Documentation

✘ Step 4: Commodity Codes

✘ Registration Complete

Whitney Chen has requested that you provide a file for each registration document. If there is a Template associated with a document, there will be a download icon  next to the Upload File button.

Click 'Upload File...' to select a file to upload. You must upload at least 1 (one) file (Maximum file size is 1000MB) for each document slot that has a green Required badge **REQUIRED**.

There are no Requested Documents at this time.

**click here**

Some documentation may have a template attached, which you can click on the download icon to retrieve and fill out:

### Registration

In addition to creating your account, Success Team needs you to provide the following information. Please complete all of the steps below.

✔ Step 1: Account Confirmation

✔ Step 2: Account Information

✘ Step 3: Documentation

✘ Step 4: Commodity Codes

✘ Registration Complete

Success Team has requested that you provide a file for each registration document. If there is a Template associated with a document, there will be a download icon  next to the Upload File button.

Click 'Upload File...' to select a file to upload. You must upload at least 1 (one) file (Maximum file size is 1000MB) for each document slot that has a green Required badge **REQUIRED**.

✘ Labour Law Certificate

**REQUIRED** File Type: PDF



Upload File...

▼ 0 files uploaded

✘ Insurance Certificates

**REQUIRED** File Type: PDF



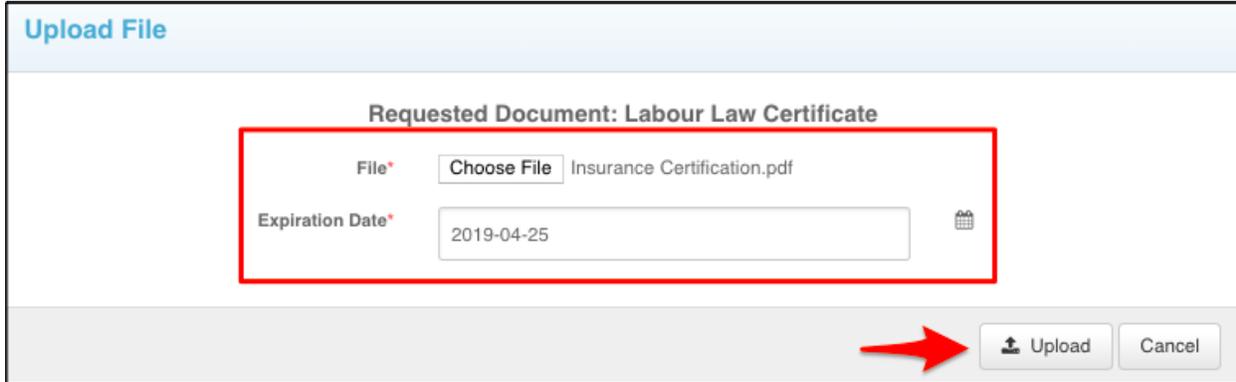
Upload File...

▼ 0 files uploaded

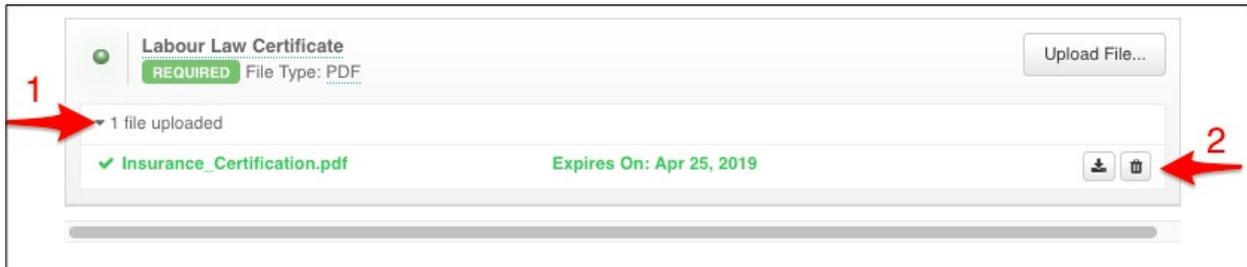
Once you have the correct document you'd like to submit, click the **Upload File...** button in the same box as the slot you wish to upload to:

You will be prompted to choose the file you wish to upload as well as select an expiration date if required by the

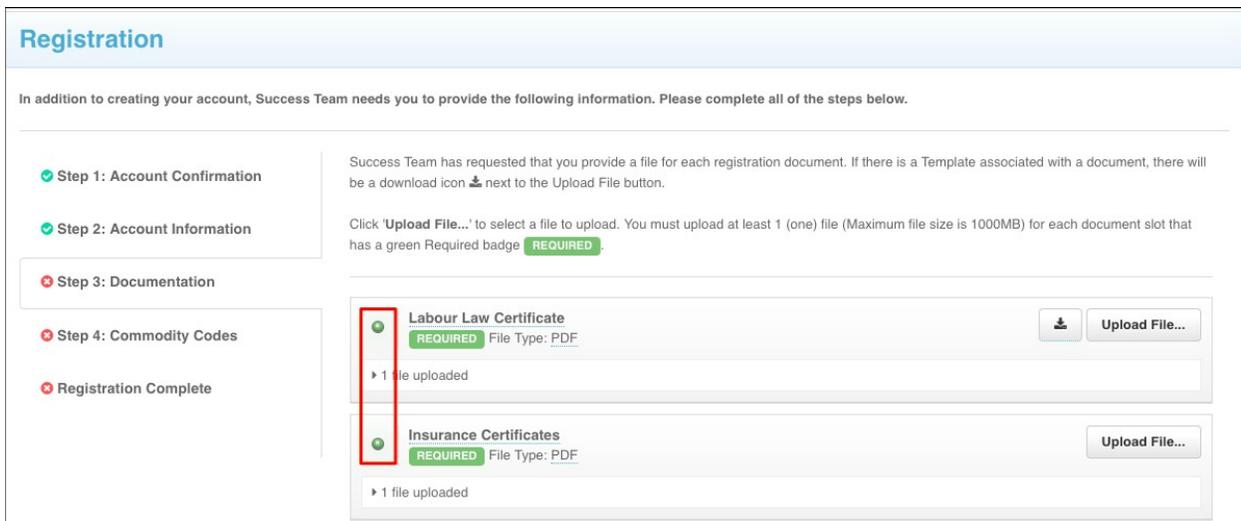
organization. As a vendor, you will receive notifications when a requested document is expiring or has expired.



**NOTE:** You will receive email notifications for documents that are expiring within 30 days as well as for documents that have already expired. This notification will be sent out every 15 days. If you accidentally select the wrong expiration date when you upload a file, you can change this by clicking on the file slot, deleting the document, and then re-uploading the document again:



Once the file has been uploaded, the red status button will turn green, and you will be able to move to the final registration step:





Commodity Codes are used for classification purposes. If they are listed as "Optional" in the sidebar, then you only need to add codes if you are interested in being matched to future bid opportunities.

The type of code set being used is determined by the purchasing organization you're registering with. The code set being used will be displayed above the search bar text box (to the left of **Keyword**). You can search for codes using keywords or browse the table freely. Click **Add** next to the code you'd like to add. Codes added to your profile will appear in blue boxes at the top of the page; you can hover your cursor over each to see what the code is for.

For more information, please see our [Quick Guide to Commodity Codes](#) and our [How do I add or delete Commodity Codes on my Vendor Record?](#) page.

**Registration**

In addition to creating your account, Success Team needs you to provide the following information. Please complete all of the steps below.

- Step 1: Account Confirmation
- Step 2: Account Information
- Step 3: Documentation
- Step 4: Commodity Codes
- Registration Complete

Commodity Codes are used for classification and matching to future bid opportunities. You must select at least one Commodity Code. You can go back and change these later. They are used to match against opportunities in the future.

10 X 11 X 12 X Chosen Commodity codes

UNSPSC Code Keyword: [Search] [Reset]

Code	Title	Description	Add
10	Live Plant and Animal Material and Acces...	This segment includes live, wild and dom...	+
11	Mineral and Textile and Inedible Plant and...	This segment includes unprocessed mate...	+
12	Chemicals including Bio Chemicals and ...	This segment includes inorganic and orga...	+
13	Resin and Rosin and Rubber and Foam a...	This segment includes rubber and plastic ...	+
14	Paper Materials and Products	This segment includes paper used for co...	+
15	Fuels and Fuel Additives and Lubricants a...	This segment includes natural occurring o...	+

Continue to Registration Complete »

## Registration Complete

Once you have completed all of the steps and a green checkmark appears to each step in the sidebar, you will see a green **Success!** message:



## Registration

In addition to creating your account, Success Team needs you to provide the following information. Please complete all of the steps below.

✔ Step 1: Account Confirmation

✔ Step 2: Account Information

✔ Step 3: Documentation

✔ Step 4: Commodity Codes

✔ Registration Complete

✔ Success!

You have completed all of the requirements to register your Vendor account for TIMEPOINT Ltd at Success Team.

You can access Bid Opportunities on the [Portal](#) or by clicking [here](#).

[Continue to Bonfire »](#)

## The “3 Way Relationship”

### Requesting Department/Purchasing/Supplier

The role of the Williamson County Purchasing is helping our departments get what they need as quickly as possible while also providing a fair and legal process that will provide opportunities for our suppliers to compete.

However, there are specific guidelines that we all must follow. We simply cannot make a purchase without following the law that is specific to that purchase. Additionally, there are rules and guidelines regarding wise and prudent business practices that have to be followed to assure that the tax dollars expended return the most benefits possible.

Our purchasing philosophy utilizes a 3 Way Relationship:

1. **Requesting Departments:** We value that our requesting departments – as the end users, know what they need to do their jobs in the most professional manner possible.
2. **Purchasing:** We listen closely to the needs of the Requesting Departments and with their help we balance constraints including budgetary issues, time, quality, service, specifications, and the best legal process to accomplish their needs. We then solicit the bids and proposals to suppliers and review who can best meet the needs of our Requesting Departments. While doing so we ensure an environment where suppliers can be both competitive and successful.
3. **Suppliers:** Working with both Purchasing and the Requesting Department, our suppliers competitively bid with quality goods and/or services, provide excellent performance, and exceptional support at the best cost value.



When the purchasing process is completed, our desire is the following:

**That our Requesting Departments:**

- Are very satisfied with the goods and services received because they have been very involved in the process.
- Are very satisfied with the selected supplier because their ability to perform met both the need and expectations.
- Have a great desire to again work with this exceptional supplier on future Williamson County projects.

**That our Suppliers:**

- Are encouraged that the process was legal, fair, and ethical.
- Are paid in a timely manner.
- Have a great desire to continue to partner with Williamson County on any future projects.

**Working together as a TEAM, we can ensure that we all receive what we expect from one another!**



## Billing/Payment

We understand that cash flow is a concern for anyone involved in business. **That is why we encourage you to know what our payment process is *before* we do business.**

To speed the payment process as much as possible, **you are encouraged to forward invoices directly to the department that you are providing your product or service to.** If you are not sure about the mailing address or contact information, you can contact our Accounts Payable department, and they will assist you. There are a couple of things that are very important to assure that your invoice is processed in the most expeditious manner possible.

Please ensure that:

- You have entered accurate totals, shipments, delivery, unit price, address.
- You have included the Purchase Order Number on your invoice.
- You have mailed the invoice to the correct address.
- You have directed the invoice to the appropriate contact person; and
- You have communicated with the department regarding receipt of the item or service ordered **(the county cannot pay for an item or service that has not been received).**

When the Requesting Department receives the invoice, they will verify the information for accuracy. If everything is in order, they will forward it to the Auditor's office for review. Presentation to the Auditor's office is a process that must occur by law. All requests for payment of invoices must be audited prior to presenting the invoice to the Commissioner's Court for approval.

**The speed of the process relies on the accuracy of the invoice which you are submitting for payment. If the information is not accurate, the possibility of delay is greater at any step along the approval route.**

**Per Williamson County's Terms and Conditions:**

***PAYMENT:*** *Williamson County's payment for goods and services shall be governed by Chapter 2251 of the Texas Government Code. An invoice shall be deemed overdue the 31st day after the later of (1) the date Williamson County receives the goods under the Contract; (2) the date the performance of the service under the Contract is completed; or (3) the date the Williamson County Auditor receives an invoice for the goods or services. Interest charges for any overdue payments shall be paid by Williamson County in accordance with Texas Government Code Section 2251.025. More specifically, the rate of interest that shall accrue on a late payment is the rate in effect on September 1 of Williamson County's fiscal year in which the payment becomes due. The said rate in effect on September 1 shall be equal to the sum of one percent (1%); and (2) the prime rate published in the Wall Street Journal on the first day of July of the preceding fiscal year that does not fall on a Saturday or Sunday.*

*In the event that an error appears in an invoice submitted by Vendor, Williamson County shall notify Vendor of the error not later than the twenty first (21st) day after the date Williamson*



*County receives the invoice. If the error is resolved in favor of Vendor, Vendor shall be entitled to receive interest on the unpaid balance of the invoice submitted by Vendor beginning on the date that the payment for the invoice became overdue. If the error is resolved in favor of Williamson County, Vendor shall submit a corrected invoice that must be paid in accordance with the time set forth above. The unpaid balance accrues interest as provided by Chapter 2251 of the Texas Government Code if the corrected invoice is not paid by the appropriate date. As a minimum, invoices shall include:*

- (1) Name, address, and telephone number of Vendor and similar information in the event the payment is to be made to a different address*
- (2) Williamson County contract, Purchase Order, and/or delivery order number*
- (3) Identification of items or service as outlined in the Contract*
- (4) Quantity or quantities, applicable unit prices, total prices, and total amount*
- (5) Any additional payment information which may be called for by the Contract*

Payment inquiries should be directed to the Williamson County Auditor's Office, Accounts Payable Department: 512-943-1500, [accountspayable@wilco.org](mailto:accountspayable@wilco.org)



## Sharing Information

Any successful business relationship requires a mutual understanding of the basic needs and expectations of the related parties. The Williamson County Purchasing Department works closely with individual departments, sharing information about general (as well as specific) needs that you, the individual business owner, may have in our business relationship. We too, expect that you will work closely with us, to assure that you are aware of what our requirements and limitations are in regard to:

- Purchasing laws.
- County purchasing policy.

It is only when we understand, communicate, and work together, that our relationship becomes mutually beneficial.

### List of things “To Do” in order to stay up to date

- Register with **Bonfire** to complete a profile about your company and what commodities and services you can provide.
- Check **Bonfire** often or create an alert as to when new Williamson County Bids are released.
- Familiarize yourself with the procedures the county uses in publicly advertising for bids; and
- Visit the procurement website often:  
<https://www.wilco.org/Purchasing>

## **Purchasing Department Contact Information**

**Questions, comments, or need more information?**

Please feel free to call or email us with any questions! **We are here to help!**

(512) 943-3553  
**[purchase@wilco.org](mailto:purchase@wilco.org)**