

Purchasing

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The purchasing agent is responsible for coordinating the requisition of materials between city departments and vendors by administering city-purchase policies. This includes requests for purchase orders and preparing bid requests for all departments.

Important

All bids presented on this page are subject to change by way of addendum.

Any Invitation to Bid, Request for Proposal, Request for Qualification or Request for Information which has an addendum attached after the initial posting date will be marked with an asterisk (*).

It is the Vendor's Responsibility to review any addendum and return it with the submitted bid or proposal response. Failure to review and return an addendum with the bid or proposal may adversely affect the vendor's opportunity for a bid or proposal award.

Vendor Information

Vendor List

If you are interested in being added to the City of Glen Rose Vendor List please fill out our Vendor Registration Form. Placement on the vendor list does not guarantee of solicitation for invitation to formal/informal bids or proposals. This is a service of convenience for the vendor and City, not a binding assurance of solicitation. If you are interested in bidding on City projects, please see the above list of current bids. This list will be updated as new bids are added.

New law regarding the requirement of disclosure of interested parties (Form 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Commission.

This document must be filled out on the [Texas Ethics Commission website](#) and returned to Tricia Wortley, Purchasing Manager.

For additional information regarding Form 1295, please visit the [Texas Ethics Commission website](#).

Related Links

- [Vendor Registration Form](#)