



City of Corpus Christi Procurement Department Frequently Asked Questions

1. How do I get on the City of Corpus Christi Vendor List?

The City does not maintain its own “vendor list”, vendors interested in doing business with the City should register at the City’s Supplier Portal. (<https://www.cctexas.com/business/supplierportal>)

2. What is the difference between the City’s Supplier Portal and CivCast?

The Operations side of procurement utilizes the City’s Supplier Portal, where bids for goods and services are posted. The Capital Improvements side of procurement utilizes CivCast (<https://www.civcastusa.com/>), where bids for civil engineered projects are posted.

3. Do I have to pay to Register?

No, vendors can register for free to view, download and submit bids electronically.

4. What is APEX Accelerator?

APEX Accelerator, formerly called the Procurement Technical Assistance Center (PTAC), helps businesses find, bid, and win procurement opportunities with Department of Defense (DoD) federal, state, and local entities. For more information please visit their website, (<https://www.delmar.edu/apexaccelerator/index.html>) or email (APEXAccelerator@delmar.edu).

5. Will someone from the City help me prepare my bid submission?

The City does not assist vendors in the preparation of bid submissions, but APEX Accelerator will assist vendors with any preparation necessary for a bid submission.

6. What if my bid is delivered late or it does not arrive on time will it still be considered?

The City is required by law to reject all bids that do not meet the deadlines and return them to the sender.

7. Can anyone bid? If so, how do I start?

Yes, anyone can bid that meets the minimum vendor specifications. Simply download the bid specifications, which include the vendor forms, print them out, fill them out and return them in the method in which the solicitation requires.

8. How do I submit a bid?

It is the responsibility of the vendor to follow the instructions closely that are posted with the bid solicitation.

9. How do I determine if I have a conflict of interest?

Please visit the Texas Ethics Commission Frequently Asked Questions Webpage for more information. (https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php)

10. What is the threshold amount at which competitive bidding or proposals are required?

The City is required to follow the bidding or proposal procedures outlined in Texas Local Government Code Chapter 252 when it plans to make an expenditure of more than \$50,000 in city funds. All contracts over \$50,000 are taken to the City Council for consideration.

11. Will I be required to provide insurance coverage?

It depends on the value and the nature of the work. The requirements will be stated in all bid postings. Contractors performing work on City property or public rights-of-way for the City of Corpus Christi shall provide the City with a certificate of insurance or a copy of their insurance policy(s) evidencing the coverages and coverage provisions identified by the City. All insurance companies and coverage must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of Corpus Christi.

12. How do I know if I qualify for HUB Status?

The City does not administer this program, but APEX Accelerator can assist vendors in achieving HUB status. The Texas Comptroller's Office manages the requirements to obtain HUB status and that information can be found at: (<https://comptroller.texas.gov/purchasing/vendor/hub/certification-process.php>)

13. If I become a HUB will I automatically get City Business?

No, all vendors are required to go through the procurement processes.

14. I want to provide the City a demo of my product. Who do I call?

The City receives many requests for product demonstrations. We ask that you register with the City's Supplier Portal for future opportunities related to the services you provide.

15. Where does the City post Bid Opportunities?

Legal Notices in the Corpus Christi Caller Times, City Supplier Portal, and CivCast.

16. If I have more questions where do I go?

Please email us at procurement@cctexas.com