



DOING BUSINESS WITH THE HOUSTON  
LIVESTOCK SHOW AND RODEO™

## **MISSION STATEMENT**

The Houston Livestock Show and Rodeo™ (the “Show”) was organized for charitable, education and scientific purposes to encourage and promote the breeding, raising and marketing of better livestock and farm products at public fairs and to promote and maintain research and educational functions with the livestock industry. It is the general policy of the Show to utilize, in the fiscal year subsequent to which it is earned, the excess of its revenue over expenses for the furtherance of its exempt purpose, including the granting or funding of agricultural scholarships, educational endowments, agricultural research projects and other similar programs and the funding of related capital additions and improvements. The funds of the Houston Livestock Show and Rodeo are used exclusively to meet necessary expenses for its upkeep and operation and in furtherance of the exempt purpose of the organization.

## **I. THE PROCUREMENT PROCESS**

### **A. Introduction**

This guide is intended to acquaint vendors with the procurement process of the Show. The Show welcomes the interest of all vendors who are in a position to provide equipment, materials, supplies and services to the Show.

The Procurement Process is designed to ensure that all vendors desiring to do business with the Show are well informed and prepared to compete for Show procurements. The Show will neither discriminate against nor select vendors on the basis of race, business size, color, national origin, religion, gender, age or disability in its procurement process.

The purpose of the Purchasing Department is to secure goods and services of appropriate quality standards at the lowest total cost, considering the prevailing economic conditions and end user requirements. The Purchasing Department's mission is to promote the best interests of the Show and the people it serves through intelligent action and fair dealing which will result in minimizing costs and obtaining the maximum projected value for each dollar spent.

The Purchasing Department supervises the procurement of products and services necessary to support the Show's exhibitors, volunteers, committees, and staff. Most purchases are initiated by a request from one of the end users.

### **B. The Procurement Steps**

The Procurement cycle begins by defining the end user's need for a product or service and ends with the disposal process. The cycle contains the following steps:

1. End user's need is defined
2. Solicitation of bids / proposals (if applicable)
3. Bid evaluation and review
4. Product / service is provided
5. Invoice submitted
6. Payment made

## **II. Types of Purchases and Agreements**

### **A. Purchases**

The Show's purchases generally fall in one of these categories:

Access Items – badges, credentials, parking hang tags

Advertising – print, TV, radio

Awards – trophies, plaques, ribbons, buckles, pins

Decorations – flowers, plants, centerpieces

Food & Catering – food supplies, event catering  
Livestock Supplies – feed, hay, straw  
Petroleum – gasoline, diesel, refueling services  
Photography – auctions, award ceremonies, show pictures  
Printing – graphics, signs, banners, tickets  
Rentals – tents, buses, construction equipment, golf carts  
Services – a/v, cleaning, decorating, plumbing, lighting, etc  
Supplies – office, cleaning products, ice, paper products

**B. Agreements**

The Show uses various types of agreements for procurement; these include, but are not limited to:

Standard Purchase Orders – One-time purchase of various items with the details of the goods or services required, estimated costs, quantities, delivery schedules. In most cases these are bid on a ‘unit price’ basis with estimated usage quantities. (i.e., lumber, rental equipment, security services, fuel, etc.)

Blanket Purchasing Agreements – These are used for items that are not commonly purchased and are quickly available if needed. Generally, they are one year in length with one or more renewal options. These items are ordered on an ‘as needed’ basis. (i.e., plumbing services, HVAC repairs)

**The Show strongly prefers to use its own Contract Forms, Terms, and Conditions, as they expedite the purchasing process. Regardless, all agreements are subject to approval by the Show’s Administrative Division and the appropriate Show officer with signature authority. The Show will not be bound by agreements made outside the Show Contracts Approval Authority.**

**The Show’s Administrative Division will maintain and distribute approved Contract Forms for common types of agreements, and must approve all other agreements.**

**All agreements must be signed by all parties, and fully executed originals of all agreements must be returned to the Show’s Administrative Division.**

**C. Criteria Use for Evaluating Vendors**

The Show will use several criteria when determining if a vendor is to be considered qualified to do business with the Show. The criteria include:

1. Vendor has demonstrated the ability to perform to the specifications and requirements.

2. Vendor has the financial wherewithal to perform without interruption in service or performance.
3. The Total Cost/Value of Ownership Proposition.

When making purchasing decisions, the total support provided by a potential vendor, including financial support, in-kind support and volunteers, are considered. The Show also prefers to utilize local vendors when possible, but will not do so to its financial disadvantage.

At minimum, depending on cost of product/service, three bids from qualified vendors are sought. The requesting end user determines the product/service needed and works with the Purchasing Department to prepare the RFP.

### **III. Methods of Procurement**

#### **A. Purchases more than \$25,000**

A Request for Proposal is required. The RFP is a formal and competitive method of procurement where vendors are requested to submit proposals for the supply of goods or services. The purpose of the RFP solicitation is to determine a vendor who can offer the best possible solution at the best value.

The RFP process allows vendors to propose their own comprehensive and innovative solutions to the Show's needs described in the RFP. The RFP defines requirements, asks vendors for proposed solutions, and defines criteria for evaluation, and outlines terms and conditions.

#### **B. Purchases more than \$2,500**

At minimum, three bids from qualified vendors are sought. The requesting end user determines the product/service needed and works with the Purchasing Department to determine the best value for the Show. The Purchasing Department and the end user may determine that an RFP is to be done. Individuals (i.e. volunteers, committee members) will not be reimbursed for purchases over \$2,500 without an approved purchase requisition being done prior to the purchase of goods or services.

#### **C. Purchases for Products/Services Costing up to and including \$2,500**

No bids are required. Purchases can be made by a committee or staff member and submitted for reimbursement. Purchases can be made by a committee or staff member and the vendor invoices the Show directly. The invoice and payment are processed per Show guidelines.

#### **D. Emergency Purchases**

An emergency condition is a situation which occurs as the result of unforeseeable

circumstances and may require an immediate response to avert an actual or potential threat to the Show. If a situation arises in which compliance with normal procurement procedures is impractical or contrary to the Show's interest an emergency purchase may be warranted to prevent a hazard to life, health, safety, welfare, property or to avoid undue additional cost to the Show.

#### **IV. Bidding Process**

##### **A. Bids and Requests for Proposals**

Purchases are made at the discretion of the Purchasing Department and the requirements of the end user. It is the responsibility of the Purchasing Department to determine that adequate information and pricing are available to evaluate the products or services requested as the time frame and workload allow.

The Purchasing Department will allow for as much competition as practical, remaining consistent with user requirements, value of requirements and purchasing directives. The Show reserves the right to advertise for bids or proposals for purchases of any amount. The Purchasing Department may request bids or quotes by telephone, fax, and e-mail, in person or in writing.

##### **A. Receiving Bid or RFP Information**

A bid or RFP package may be obtained at one of the following:

1. The Show's Web site ([www.rodeohouston.com](http://www.rodeohouston.com))  
Click on "About Us", then select "Doing Business with the Show"  
to download the available bids/RFP's.  
<http://www.rodeohouston.com/AboutUs/DoingBusinessWiththeShow.aspx>
2. The Show's office at Three NRG Park, Houston, TX 77054

##### **B. Sharing of Bid or Request for Proposal Listings**

Bid and RFP data may be conveyed to bonafide associations or agencies, such as the Houston Business Council, to notify their membership of business opportunities. Proper communication with any agency distributing Show bid/RFP information is important to assure timely communication of any addenda to the job specifications.

### **C. Submitting a Completed Bid or Request for Proposal**

Vendors are encouraged to read bid or RFP information thoroughly before contacting the Purchasing Department with questions. E-mail is the preferred way of communication with this office regarding bid/proposal documentation (hooker@rodeohouston.com).

Care should be taken when completing the bid/proposal response. Failure to comply with requirements may result in disqualification. Prior to submitting your response, verify that it is signed and all documentation has been completed.

If you have picked up more than one job, make sure the correct job response is placed in the envelope marked with the correct job number.

### **D. Exemptions**

The Show reserves the final decision on what items will be exempt from the bid process. These include, but are not limited to, the following:

- Certain Entertainment – All entertainment contracts for headline acts are negotiated and processed through the Sports and Entertainment Department.
- Sole Source – Items or services that are considered specialized, unique or proprietary in nature.
- Calamity – Purchases required to relieve the necessities of Show or to preserve the property of the Show.
- Health and Safety – Items necessary to preserve or protect the public health or safety of committee members, staff, exhibitors, vendors, visitors, and guests of the Show.

## **V. Bid Review Process**

### **A. Bids are presented to the Appropriate Parties for Review**

Bids may be awarded, rejected, carried over or referred for review at a later date. Bid and RFP responses are confidential. RFPs are not open for negotiations unless it is specified that the RFP allows for negotiation with those vendors who submit proposals that have a reasonable possibility of obtaining the award.

### **B. Overall value of the Bid is considered**

It is the policy of the Show to consider the “total cost of ownership” when making an evaluation to determine the best value for the dollars spent. Total cost evaluations may include, but are not limited to, characteristics such as quality, durability, end user recommendation/experience with the product or service, past performance, financial wherewithal, support of the Show, and other items, as applicable.

**C. Bid is Awarded**

The Show reserves the right to not always award a contract to the lowest bidder if the Show determines that the low bidder cannot clearly perform the contract requirements or a best value determination results in an award to a bidder other than the low bidder.