



(409) 746-2192
FAX (409) 746-3780



P.O. BOX 579
ORANGE, TEXAS
77631

VENDOR INFORMATION

At the Sabine River Authority of Texas, we strive to purchase goods and services that are determined to be the best value to meet our business needs. We support open, fair, and unrestricted competition in selecting products and services with equal opportunity for all vendors. All qualified firms including small, minority, and women owned businesses are encouraged to engage in our business opportunities. It is our responsibility to ensure that procurement of any expenditures is done in accordance with the laws of the State of Texas as well as SRA policies and procedures. Our purchasing department and your business contacts at SRA will be glad to assist you or direct you to the appropriate person should any questions or issues arise.

VENDOR REQUIREMENTS

- If this is your first-time doing business with SRA, you will need to be set up as a vendor and all relevant information, including but not limited to insurance requirements, W-9, and payment information. These will need to be obtained before a purchase order will be issued. If you are a returning vendor, all documentation must be up to date.
- All vendors are required to have a valid purchase order and/or service agreement from SRA prior to conducting any work on our property.
- Most on-site services require up to date proof of insurance to be on file at the Authority General Office in accordance with the stipulations set forth in this document regarding insurance requirements prior to a purchase order being issued.
- All applicable contracts must be approved and signed by an authorized SRA representative prior to performing the work.

INSURANCE REQUIREMENTS

If you are providing services on SRA property, valid proof of insurance is required to maintained on file.

- The authority should be named as **Additional Insured** on each of the required liability policies and we require a copy of the full policy.
- For workers' compensation, the authority must obtain an original Certificate of Insurance from an insurance agent (with original signature) and a copy of the declarations page of the policy reflecting inclusion of a notice of material change endorsement with a minimum of 30 days notification.
- An umbrella policy, to the extent coverage is applicable, may serve to meet the limit of liability requirements.



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- The table below has the categories of services provided and the corresponding insurance requirements. You will be notified of which category you fall into as to what your limits of liability will be.

Guidelines for Insurance Requirements

<i>SERVICES PROVIDED</i>	<i>LINE OF COVERAGE</i>	<i>LIMIT OF LIABILITY GUIDELINES</i>
<i>Administrative</i>	General Liability (Premises/Operations)	\$500,000/\$1,000,000
	Workers' Compensation	WC – Statutory Employers' Liability – \$500,000
	Automobile Liability (include Hired & Non-owned Autos)	\$500,000 Combined Single Limit
<i>Professional Services</i>	Professional Liability	\$1,000,000/\$3,000,000
	General Liability (Premises/Operations)	\$1,000,000/\$2,000,000
	Workers' Compensation	WC – Statutory Employers' Liability – \$500,000
	Automobile Liability	\$500,000 Combined Single Limit
<i>Construction (large jobs and/or high hazards)</i>	General Liability (must specifically include Premises/Operations and Completed Operations)	\$1,000,000/\$2,000,000 (Minimum)
	Workers' Compensation	WC – Statutory Employers' Liability – \$500,000
	Automobile Liability (include Hired & Non-owned Autos)	\$500,000 Combined Single Limit (Minimum)
	Umbrella Policy	\$1,000,000
<i>Construction (small jobs, low hazards)</i>	General Liability (must specifically include Premises/Operations and Completed Operations)	\$500,000/\$1,000,000 (Minimum)
	Workers' Compensation	WC – Statutory Employers' Liability – \$500,000
	Automobile Liability (include Hired & Non-owned Autos)	\$500,000 Combined Single Limit (Minimum)
<i>General Building Services</i>	General Liability (Premises/Operations and Completed Operations)	\$500,000/\$1,000,000 (Minimum)
	Workers' Compensation	WC – Statutory Employers' Liability – \$500,000



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<i>SERVICES PROVIDED</i>	<i>LINE OF COVERAGE</i>	<i>LIMIT OF LIABILITY GUIDELINES</i>
	Automobile Liability (include Hired & Non-owned Autos)	\$500,000 Combined Single Limit (Minimum)

PAYMENT OF INVOICES

Upon satisfactory receipt of goods or services by SRA, it is our intent to pay our vendors in a timely manner. The following guidelines will assist in making this process move quickly and more efficiently.

- Invoices must be submitted to the division office with whom the business was conducted.
- Invoices must reference a valid SRA purchase order number when possible, include a description of the goods or services, and include the amount being invoiced.
- Any supporting documentation for the invoiced amounts will need to be included with the invoice to verify and support payment.
- All invoices will be paid in full within forty-five (45) days after satisfactory deliver and billing or as otherwise agreed by contract.

VENDOR GUIDELINES

As a valued vendor to our operations and success, we expect adherence to established guidelines for our coordination and cooperation together for our business relationships. Below you will find our expected etiquette items:

- Please call ahead for appointments whenever possible.
- Purchase orders are awarded once the Purchasing Department has confirmed that all state, federal, and local regulations have been met. Please do not proceed with any work or supply any materials until you have received a purchase order number.
- Please quote realistic delivery dates (in calendar days)
- Please conduct your business open and frankly. As a public entity, our records are a matter of public record.
- We expect you to honor all pricing, delivery, and service agreements as quoted.
- Please make sure we have your latest product information – preferably a link to your website.
- All vendors are asked to help maintain our policy that no SRA employee accepts any gifts or favors. The best favor you can do for us is to see that SRA receives the best price, quality, and service.
- In the case of services on SRA sites and/or property, please conduct all work and actions with high regards to safety, privacy, and care.



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SABINE RIVER AUTHORITY *of /exas*

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- Please ensure that all issues that may arise while you are working at any of our locations or in the course of doing business with SRA that they are brought to the attention of your business contact at SRA and/or the purchasing coordinator.
- You are a valued supplier. Please call us if you have any questions.