

CITY OF JACKSBORO PURCHASING POLICY



Revised and approved - 2025

**CITY OF JACKSBORO, TEXAS
PURCHASING POLICY**

SECTION 1. PURPOSE.

1. The purpose of this Policy shall be to establish guidelines for procurement of supplies, materials, and services for the City of Jacksboro, Texas (the City).
2. This Policy shall also establish the internal control procedures that all vendors and City personnel are to follow. Internal control is required to assist in prevention of any unauthorized purchases by the City, and any evidences of collusion by vendors.
3. This Policy shall further establish guidelines in order to provide the citizens and taxpayers of the City assurance that the best use of the available resources of the City are being realized. Further, this Policy is intended to promote competition among bidders and vendors interested in providing products or services to the City.
4. The statutory authority for this Policy shall be the Local Government Code, V.C.T.A., Section 252, and other State of Texas statutes that may be referenced herein.

SECTION 2. THE PURCHASING FUNCTION.

The basic function of a municipal purchasing system is to support and enhance the delivery of City services.

The optimum performance of this function requires that the purchasing system continually provide departments of the city with proper quality as well as proper quantity of requested commodities within an acceptable time frame, at the lowest cost.

SECTION 3. PURCHASING POLICY. The following purchasing Policy is hereby established.

1. Purchases not subject to competitive bidding.
 - a. All purchases \$500 and above require a purchase order to be obtained from the Finance Department. Purchases less than ~~\$50,000~~ ~~\$100,000~~ are not subject to competitive bidding. Department Managers and the Finance Manager may authorize budgeted purchases less than \$15,000, except as provided below.
 - i. Purchases less than \$500 may be made without any competitive price quotations, but require the approval of the Department Manager.
 - ii. Purchases greater than \$500, but less than \$3,000, may be made upon obtaining at least three (3) verbal competitive price quotations from vendors. These purchases must be authorized by both the Department Manager and the Finance Manager.
 - iii. Purchases in excess of \$3,000 but less than \$50,000 may be made upon obtaining at least three (3) written competitive price quotations from vendors. These purchases must be authorized by both the Department Manager and the Finance Manager. Purchases over \$10,000 also require City Manager authorization.
 - iv. Purchases in excess of \$3,000, but less than \$25,000, will require three (3) written competitive price quotations, but in addition, for all purchases, in excess of \$3,000, the City must contact at least two (2) Historically Underutilized Businesses (HUBs) on a rotating basis, based on the information provided by the Office of Small Business Assistance of the Texas Department of Commerce. This procedure is required pursuant to Section 252.0215 of the Local Government Code.
 - b. The City Manager may authorize and approve contracts and agreements less than \$25,000, including interlocal agreements, provided funds are budgeted, therefore, without specific City Council approval.
 - c. **EXCEPTION:** Purchases in excess of \$3,000, but less than \$25,000, of non-budgeted items, must be authorized by City Council.
2. Purchases subject to competitive bidding.
 - a. Purchases in excess of ~~\$50,000~~ ~~\$100,000~~ shall be competitively bid and awarded only by the City Council, except for those contracts and/or bids which have been awarded by other

- governmental entities with which the City has an existing cooperative purchasing agreement (see Section d. below).
- b. Sequential or component purchases exceeding ~~\$50,000~~ **\$100,000** during any fiscal year period shall be deemed as meeting the competitive bidding requirements of this Policy.
3. **Procurement of Professional Services.** Contracts for professional services shall comply with the Professional Services Procurement Act, Article 664-6 (V.A.C.S.). The following guidelines shall apply to procurement of professional services.
- a. Professional services may not be awarded on the basis of competitive bidding.
 - b. Professional services must be awarded on the basis of demonstrated competence and qualifications.
 - c. The City Manager may authorize and approve professional services less than \$25,000 during a fiscal year period, without specified City Council approval, provided funds are budgeted therefore.
 - d. The City Council shall authorize any professional service contract which will exceed \$25,000 during a fiscal year period, on the basis of the above criteria.
4. **Local Government Cooperative Purchasing.** Whenever it is determined to be advantageous to the City, cooperative purchasing with other local governmental agencies may be used. Such cooperative agreements shall be approved by all governing bodies for each local agency participating in any purchasing cooperative. The provisions of the Local Government Code (Subchapter D, Sections 271.081 through 271.083) shall apply.
5. **Exceptions to Policy.** Exceptions to the competitive bidding requirements for purchases shall comply with Local Government Code, Section 252.022.
6. **Authorization and Approval of Change Orders.** Authorization and approval of change order shall follow the same dollar limitations and requirements as provided above in Section 3(a) and (b). The City Council hereby grants authority to the City Manager to execute any and all change orders which involve a decrease or an increase of \$25,000 or less, provided the total contract expenditures remain within the budgeted amount.

APPROVED AND MADE EFFECTIVE BY THE CITY COUNCIL OF THE CITY OF JACKSBORO
THIS THE 28th July 2025.



Alton Morris
Mayor
City of Jacksboro

Attest:

Shalyn Burritt
Shalyn Burritt
City Secretary
City of Jacksboro