

# **HIDALGO COUNTY PURCHASING POLICIES AND PROCEDURES**

## **I. INTRODUCTION**

1.01 The Purchasing Department of Hidalgo County, Texas (the “Purchasing Department” or “Purchasing”) was created by the Hidalgo County Commissioners Court (the “Commissioners Court”) on May, 03, 1988, pursuant to the provisions of Texas Local Government Code § 262.0115. As a result, the Commissioners Court has appointed a Purchasing Agent to coordinate the purchases made by Hidalgo County, Texas (the “County”). The Purchasing Agent serves at the pleasure of the Commissioners Court, and is authorized by statute to make all purchases not subject to competitive bidding requirements, supervise the competitive bidding process, and receive and deliver materials purchased in accordance with contracts awarded by bids. In addition, the Purchasing Agent is required by statute ( Tex.Loc.Govt.Code § 262.023) to adopt, to the extent practicable procedures calling for competitive bidding of all purchases of items not required to be competitively bid under the County Purchasing Act, Tex. Loc. Govt. Code, Ch. 262 Subch. C and other applicable statutes. Pursuant to the requirements established by the Commissioners Court and the Local Government Code, these Hidalgo County Purchasing Policies and Procedures are adopted by the Commissioners Court on this the 8<sup>th</sup> day of August, 2005, to be effective for all purchases by the County, or any department or agency thereof, requested on or after August 08, 1995.

## **II. OBJECTIVE OF THE CENTRALIZED PURCHASING PROGRAM**

- 2.01 A centralized purchasing program has been established in the County to achieve  
The objectives listed as follows:
- 2.01.01 To obtain goods and services at the best price possible.
  - 2.01.02 To obtain goods and services best suited to the particular needs of the County.
  - 2.01.03 To ensure the timely delivery and adequate availability of goods and services.
  - 2.01.04 To ensure that purchases conform to state law, County policies, the County budget any payment ability.
  - 2.01.05 To ensure that all responsible prospective providers of goods and services to the County are afforded an equal opportunity to compete for County contracts.
  - 2.01.06 To ensure that public spending is not used to enrich elected officials, department heads or government employees, or to confer favors on favored constituents, or to give the appearance of impropriety.

## **III. PURCHASING CODE OF ETHICS**

3.01 **Statement of Purchasing Policy.** Public employment is a public trust. It is the policy of the County to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the County. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Purchasing Department.