

AI-52408**Purchasing Department 16. I. 1.****CC - REGULAR****Meeting Date:** 12/08/2015**Submitted For:** Marty Salazar, PURCHASING DEPT.**Submitted By:** Matilde Faz, PURCHASING DEPT.**Department:** PURCHASING DEPT.

Information**CAPTION****HIDALGO COUNTY:**

- a. Requesting exemption from competitive bidding requirements under Tx. Local Government Code, Chapter 262, Sections-.024(a)(3)-"an item necessary because of unforeseen damage to public property;" and (7)-"an item that can be obtained from only one source, including"-(B) films, manuscripts, or books -(D) "captive replacement parts or components for equipment;" and (11) "vehicle and equipment repairs":
- b. Requesting authority to purchase repairs only (excludes maintenance for vehicles or equipment) for County-owned vehicles and equipment from the vendors identified and detailed revised list attached hereto through the established and approved procedures for the requisition and purchase order process with said authority to extend through December 31, 2017;
- c. Requesting authority to purchase parts for County-owned vehicles, equipment, heavy equipment and machinery from the vendors identified and detailed revised list attached hereto through the established and approved procedures for the requisition and purchase order process with said authority to purchase through December 31, 2017;
- d. Requesting authority to purchase books, publications, films and manuscripts as detailed in attachments herein for those applicable Elected Offices, Departments, Programs and/or Agencies as well as Specialized Local Entities through all funding sources;
- e. Requesting exemption from competitive bidding requirements under Tx. Local Govn.Code, Chapter 262, Section .024(a)(8)(d)"an item of food for Sheriff Office, Adult Detention Facility, aka, County Jail), Texas Agrilife Extension Service including all other Hidalgo County Elected Offices, Departments, Programs and/or Agencies as well as Specialized Local Entities (i.e. Adult & Juvenile) through all funding sources with action valid through December 31, 2017;
- f. Pursuant to same statute, specifically 262.024(d), action the following:
 1. Solicitation of at least three (3) quotes by:
 2. Telephone;
 3. Written quotations;
- g. Set the intervals for the solicitation of quotes for:
 1. Current & historic time frame is 30 days;
 2. Other as approved _____;
- h. Presentation for approval of the proposed draft solicitation quote/bid form including, terms, conditions, requirements, as detailed on Hidalgo County Purchase Order document valid through December 31, 2017.

BACKGROUND

Fiscal Impact

FISCAL YEAR:
FUNDS AVAILABLE Y/N?:

ACCT. #:
MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Each elected office, program, agency or department is responsible for the funding of said expense.

Attachments

- TX Local Government Code
- Purchasing Policies & Procedures
- Request Quotes Form
- Vendor's List

Form Review

Inbox	Reviewed By	Date
Purchasing - Internal	Marty Salazar	12/02/2015 04:23 PM
Budget & Management	Veronica Ortiz	12/02/2015 04:49 PM
Glinda Pacheco	Glinda Pacheco	12/03/2015 09:11 AM
Auditor's Office	Veronica Ortiz	12/03/2015 10:47 AM
Glinda Pacheco	Glinda Pacheco	12/03/2015 01:13 PM
Auditor's Office	Monica Badillo	12/04/2015 05:24 PM
Form Started By: Matilde Faz		Started On: 11/24/2015 10:08 AM
Final Approval Date: 12/04/2015		