



Office of the County Purchasing Agent

**TO:** Commissioners Court  
**FROM:** Frank Ybarbo, Purchasing Agent *FY*  
**SUBJECT:** Collin County Purchasing Manual Revisions  
**DATE:** July 13, 2009

Recent legislative changes under House Bill 987, revised the statutory minimum bid limit of V.T.C.A. 262.023 from \$25,000 to **\$50,000**. House Bill 987 revised the bid limit to include counties and school districts to match the same limits as municipalities. Accordingly, under V.T.C.A. 262.023, the commissioners court now must comply with the competitive bidding procedure for any expenditure which exceeds \$50,000.

Based on the aforementioned legislative revision, Purchasing hereby submits a recommendation to revise the county purchasing manual to reflect the revisions in the bidding policies. Although numerous minor less impact revisions and clarifications are recommended throughout the policy as attached, the major revisions of interest are as follows:

Page 9, Section C - revising the sealed bid limit from \$25,000 to \$50,000

Page 10, Section C - adding procedures for informal competitive bidding for purchases between \$25,000 and \$50,000 and;

Including a requirement that purchases between \$25,000 and \$50,000 be listed on the commissioners court agenda as notification only under the FYI section. This action will assist the court members in awareness of larger purchases which no longer require formal bidding and/or commissioners court approval.

Page 19 Section D – revisions to clarify Government Code 2254 in processing Professional Services

Page 20 Section E – revisions to define an emergency purchase and clarity of procedures to effect such. Revisions clarify the requirement for either purchasing or County Judge approval.

Should you have any questions, Purchasing will be available at your convenience.