

HOW TO DO BUSINESS WITH BRAZOS COUNTY

BRAZOS COUNTY PURCHASING DEPARTMENT



LAWS

- Local Government Code
 - Chapter 113- Management of County Money
 - Chapter 116- Depositories for County Public Funds
 - Chapter 117- Depositories for Certain Trust Funds and Court Registry Funds
 - Chapter 176- Disclosures of Certain Relationships with Local Government Officers...
 - Chapter 262- County Purchasing Act
 - Chapter 263- Sale or Lease of Property by Counties
 - Chapter 270- Misc. Provisions Affecting the Acquisition, Sale or Lease of Property...
 - Chapter 271- Purchasing and Contracting Authority of Mun., Counties and ...
 - Chapter 273- Acquisition of Property for Public Purposes by Mun., Counties and Certain...
 - Chapter 391- Regional Planning Commissions

LAWS

- Government Code
 - Chapter 791- Interlocal Cooperation Contracts
 - Chapter 2251- Payment for Goods and Services
 - Chapter 2252- Contracts with Governmental Entity
 - Chapter 2253- Public Work Performance and Payment Bonds
 - Chapter 2254- Professional and Consulting Services
 - Chapter 2258- Prevailing Wage Rates
 - Chapter 2269- Contracting and Delivery Procedures for Construction Projects
 - Chapter 2270- Prohibition on Investing Public Money in Certain Investments
 - Chapter 2271- Prohibition in Contracts with Companies Boycotting Israel
 - Chapter 2272- Certain Construction Liability Claims

LAWS

- Code of Criminal Procedures
- Election Code
- Health and Safety Code
- Penal Code
- Insurance Code
- Occupations Code
- Transportation Code
- Etc.

COUNTY POLICIES

- Purchases below the statutory requirement (\$50,000) are addressed in the County Purchasing Policy
- Purchases less than \$2,500 are initiated at the County department level
- Purchases from \$2,500 to \$49,999 require 3 written quotes and are routinely initiated at the County department level

PROCUREMENT METHODS

- Small purchases- <\$2,500
- Quotes- ≥\$2,500- \$49,999
- Bid- ≥\$50,000
- RFP- ≥\$50,000
- RFQ- Professional services
- State or cooperative contracts
- Statutory Exemptions

SMALL PURCHASES

- A requisition to a vendor that is less than \$2,500 qualifies as a small purchase
- Requires no quotes
- Purchases can not be split to avoid obtaining quotes
- The County department determines who the vendor will be
- Examples:
 - Small parts
 - AA batteries

QUOTES

- A requisition equaling \$2,500 or more but less than \$50,000
- Three (3) written quotes are required
- All quotes must be comparable in materials or services quoted by vendors
- Service contracts may be utilized for higher liability or higher risk work
- The County department (eg. SO, Facility Services, Elections) determines which vendors will be invited to participate
- Purchasing may go through an informal solicitation of quote (SOQ) procedure

QUOTES

- The SOQ is posted to the bidding system
- Email notifications are sent to all registered vendors for that commodity
- No advertisement in newspaper
- Quotes must be received prior to the published deadline
- All quotes are opened at the same time and read aloud
 - Vendors are encouraged to attend
- A recommended award is sent to Court for the responsible bidder who submits the lowest and best bid
- Examples include: Herbicides and Surfactants, Vehicle Graphics, Janitorial Services, HVAC Water Treatment

BID

- Used for the procurement of goods or services of \$50,000 or more
- Follow Local Government Code 262
- Advertised twice in local newspaper
- Posted to bid system brazosbid.iowave.net
 - All vendors that are registered at this site will receive an email notification of the bid release
- Sealed bids are accepted until the posted bid deadline
- All bids are opened in a public bid opening, vendors are encouraged to attend
- The Court shall ...”award the contract to the responsible bidder who submits the lowest and best bid or reject all bids and publish new notice.”

BID

- Purchasing usually utilizes bids when buying: Landscape Maintenance Services, Fire Alarm and Smoke Detector Inspections, Hot Mix Asphalts, etc.

RFP- REQUEST FOR PROPOSALS

- Used for the procurement of goods or services of \$50,000 or more at the discretion of the Purchasing Dept., with the consent of the Commissioners' Court
- Follow Local Government Code 262.030
- Advertised twice in local newspaper
- Posted to bid system brazosbid.iowave.net
 - All vendors that are registered at this site will receive an email notification of the bid release
- Sealed proposals are accepted until the posted bid deadline
- Only the names of the responding vendors are announced at the opening, vendors are encouraged to attend

RFP- REQUEST FOR PROPOSALS

- All proposals are evaluated by a committee using the evaluation criteria published in the RFP
- This can include factors such as:
 - Price
 - Delivery or construction time
 - Qualifications
 - Previous experience
 - Capacity for work/ personnel and/or equipment availability

RFP- REQUEST FOR PROPOSALS

- Responsive proposals will receive an initial evaluation
- The evaluation committee will determine the number of firms that will be invited to negotiate or submit a best and final offer
- Negotiations can be conducted with offerors who are “reasonably susceptible of being selected for award” (LGC 262.030)
- Firms in the short go will be evaluated using the same criteria used in the initial evaluation
- The highest evaluated firm(s) will be engaged to negotiate a contract and will be submitted to the Commissioners’ Court as a recommended award.

RFQ- REQUEST FOR QUALIFICATIONS

- Government Code 2254 stipulates that certain providers should be selected based on qualifications, for a fair and reasonable price.
- A notification of the RFQ is advertised in the local newspaper
- RFQ is posted to bid system brazosbid.iowave.net
 - All vendors that are registered at this site will receive an email notification of the bid release
- Sealed statements of qualifications are accepted until the posted bid deadline
- Only the names of the responding vendors are announced at the opening, vendors are encouraged to attend

RFQ- REQUEST FOR QUALIFICATIONS

- All qualifications are evaluated by a committee using the evaluation criteria published in the RFP
- Qualifications will receive an initial evaluation
- The County will attempt to negotiate a contract with the highest evaluated provider
- If a contract cannot be negotiated with that provider, the County will formally end negotiations;
 - Attempt to negotiate a contract with the next highest evaluated provider, etc.
- The subsequent contract will be sent to Commissioners' Court for consideration and award.

FUTURE PLANS

- Brazos County is doing more solicitations every year to provide more opportunities for businesses
- Working on setting up sessions with the Small Business Development Center on how to do business with Brazos County, and other local government agencies
- Purchasing needs to engage more companies to bid on our solicitations
 - Some progress has been made, but we have more ground to cover
- We welcome questions and suggestions for improvement

WHAT CAN POTENTIAL SUPPLIERS DO

- Register at brazosbid.iowave.net
 - Select the commodities they provide
- Contact the Purchasing Department at 979-361-4290



COMMENTS,
QUESTIONS OR
COMPLIMENTS
