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](http://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