



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 09/17/2024

**SUBJECT: CONSIDERATION OF TARRANT COUNTY PURCHASING  
POLICIES AND PROCEDURES MANUAL REVISIONS -  
AMENDMENT OF SECTIONS 2, 7, 8, 11, 14, 24, AND 29 AND  
ADDITION OF NEW SECTION 17**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider and accept the amendments of Section 2, Section 7, Section 8, Section 11, Section 14, Section 24, and Section 29, and the addition of new Section 17 to the Tarrant County Purchasing Policies and Procedures Manual.

**BACKGROUND**

Purchasing hereby submits a recommendation to revise the County Purchasing Policies and Procedures Manual to reflect amendments to the following Sections:

Section 2	Definition of Terms
Section 7	General Purchasing Policy
Section 8	Specifications
Section 11	Solicitation Requirements for Purchases Exceeding \$50,000
Section 14	Construction Purchasing
Section 24	Procurement Card Procedures
Section 29	County Owned Assets

In addition, Purchasing hereby submits a recommendation to add the following Section to the County Purchasing Policies and Procedures Manual:

Section 17	Reverse Auction
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The purpose of the revisions are to provide clarity and guidance to Tarrant County staff.

**FISCAL IMPACT**

There is no fiscal impact associated with this item.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	Melissa Lee, C.P.M., A.P.P. Chris Lax, CPSM, CPSD, CPCP
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