



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

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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